

# **Word Processing Supervisor**

v.2003

Content and Format Checking  
for

Word 2003

Microsoft Office 2003

for

Windows 95/98/NT/2000/XP

## **USER'S MANUAL**

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**WORD PROCESSING SUPERVISOR for Word 2003 v.2003**  
**Word Processing Control Software**

**User's Manual**

**Word 2003 (December 1, 2003)**

**Published by S. E. Warner Software Inc.**  
**310 East 10600 South, Suite 14**  
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## CHAPTER 1 -- FEATURES OF WORD PROCESSING SUPERVISOR

Word Processing Supervisor is a companion to your word processing software. Word Processing Supervisor is designed to provide educational control over student use of word processing features. Educational control is provided in the following areas:

### DOCUMENT DUPLICATION

Word Processing Supervisor will attach the name of the student originating the document to the data file in coded form and will print that student's name each time the document is printed. Ownership of the document always remains with the student that creates the document. Additional security is available through optional logon passwords.

### EDIT COUNTER

Word Processing Supervisor will keep track of the number of times a document has been reloaded after the initial creation of the document. The number of edits will be printed each time the document is printed.

### TOTAL WORDS AND WORD PER MINUTE RATES

Word Processing Supervisor will keep track of the number of words typed, either typing words (five keystrokes per word) or actual words and will print the number of words each time the document is printed. If typing words are designated, Word Processing Supervisor will also calculate and print the gross word per minute rate. The error count, net word per minute rate, cutoff word per minute rate, and checks counter will also be printed for those documents which have been error checked and are using typing words for the word count. If you choose to track actual words, Word Processing Supervisor will not maintain student records since it depends on word per minute rates to sort the scores it saves.

### TIMED ACTIVITIES (COUNT-DOWN TIMER)

Word Processing Supervisor includes a stopwatch for timed activities. The stopwatch is set when the student chooses to begin a WPS document and starts when he/she types the first keystroke. When the designated time expires, the computer will beep and Word Processing Supervisor will display statistics relevant to the finished exercise. The document may then be checked or printed, but no further editing of the document will be possible.

For extended timing periods, it is possible to exit the document before the timing expires and return to the document at a later time with Word Processing Supervisor allowing the use of the balance of the timing period.

### CORRECTION ON/OFF

Word Processing Supervisor allows for the correction features of a word processing package to be either on or off. If correction is set to OFF, the students will not be able to backspace, or otherwise edit a document, and will not be permitted to reload a document for future editing sessions.

### PASTE/INSERT AVAILABLE

Checking the **Paste/Insert Available for the Document** box permits the use of Paste and Insert. All documents prepared with this feature check will have the a **PI-OK** label at the right side of the student information footer. **NOTE:** Any document with the PI-OK label that is error-checked with a **Drill** key (Timed Writing, Paragraph Drill, or Line Drill) will not be recorded in the student record. Production documents will have the document's filename preceded by an asterisk (\*) in the student record.

### ALTERNATIVE TIMING METHOD AVAILABLE

If any difficulty with accurate timing is encountered, you may in the Class Setup dialog select the **Alternative Timing Method**. This method checks the time with each key stroke and does not

## FEATURES OF WORD PROCESSING SUPERVISOR CONTINUED

rely on the calling of the system timer every second. Difficulty with the default system timer is that some background applications may interfere with this system timer. You may also give the student the right to select this Alternative Timing Method from the New Document screen.

### VOICE/SPEECH RECOGNITION INPUT USED

If a voice/speech recognition feature is used with Word 2003 for inputting data, checking this box will by-pass the starting of the timer with the first keystroke. The timer will begin as soon as the OK button is click on the New Document screen.

### ERROR CHECKING OF STUDENT DOCUMENTS

When a document is error checked, Word Processing Supervisor will mark content and format errors in a student's document. The software includes a Key Building Utility that allows the instructor to provide an error-free copy of the documents that the students will create, and allows the teacher designate acceptable variations in student's document from the instructor provided key.

The software will identify the following types of content errors:

SPELLING	PUNCTUATION	OMITTED WORDS
EXTRA WORDS	CAPITALIZATION	TRANPOSED WORDS
UNDERLINE/BOLD	BROKEN WORDS	RUN TOGETHER WORDS
SPACING BETWEEN WORDS	NEW LINE ERRORS	

The software will identify the following types of format errors:

LEFT MARGIN	RIGHT MARGIN	TOP MARGIN
BOTTOM MARGIN	LEFT OFFSET	RIGHT OFFSET
INDENTION	HORIZ ALIGNMENT	VERTICAL ALIGNMENT
FONT	POINTS	TAB COUNT
HARD RETURN COUNT	LINE SPACING	WIDOW/ORPHAN

Word Processing Supervisor will check documents up to six pages in length and will report and mark the first twenty content errors and the first twenty format errors in the document. For documents which have been error checked, the errors will be marked on the printed copy with the types of errors summarized at the bottom of the document. The document information will also include an error count, net word per minute rate, cutoff word per minute, and checks counter.

### STUDENT RECORDS

Word Processing Supervisor maintains a database of student records. This database will track the best drill scores, and all production scores, and all exam scores for each student. There are several options that you can set to specify how these scores will be recorded and ranked. The Teacher->Setup utility is used to select these options.

Students have read access to their records. They may review their progress at any time. Teachers have read and write access to all student records -- they may modify data records, backup/restore data records, modify class lists, transfer student records to other classes, display/print records and passwords, and generate class summary reports. See **Chapter 8 - Record Keeping**.



## **CHAPTER 2 -- GENERAL INFORMATION**

### **HARDWARE REQUIREMENTS**

The hardware requirements for using Word Processing Supervisor for Word 2003 are the same as those required by the Word 2002. In addition you will need:

2 megabytes of hard disk drive or network disk drive space for the software. The installation program gives you the option of copying this User's Manual to your hard disk. If you choose to do so, you will need an additional 1 megabytes of hard disk space to hold the manual (for a total of 3 megabytes).

\*20k of disk space per student for storing student records.

\*Actually, the minimum disk-space-per-student requirement for storing student records is 2.275k per student. This space, however, will not allow exam or production scores to be recorded. The 20k estimate quoted above allows for more than 100 exam and 100 production scores to be recorded in the student's data file. You should expect that your student data files will require between 10k and 20k once production and exam work begins. Student records may be stored on network or local hard drives or on floppy drives (although it is recommended you record them on a network or local hard drive). If you do not have the space, or do not want to store student records, you may choose to turn student record keeping off in the setup.

### **SOFTWARE REQUIREMENTS**

Your version of Word Processing Supervisor supports only the following word processor:

Word 2003  
Microsoft Word 2003 (Microsoft Office 2003)

The operating system on your workstation must be Windows 95, Windows98, Windows NT, Windows 2000, or Windows XP. (The server may be Windows 95, Windows 98, Windows NT, Windows 2000, Windows XP, Novell, or other compatible network.)

Before installing Word Processing Supervisor, Word 2003 (Office 2003) must be installed and fully operational. See the reference materials for Word 2003 for instructions on installation. Carefully test your word processing package installation before proceeding to install Word Processing Supervisor.

## **NETWORK NOTES**

You may install Word Processing Supervisor on the following network systems:

1. Windows 95, Windows 98, Windows NT, Windows 2000 or Windows XP Networks
2. NOVELL Networks
3. Other Windows Compatible Networks

**The workstation operating system must be Windows 95, Windows 98, Windows NT, Windows 2000 or Windows XP.**

Word Processing Supervisor must be loaded to the program location of Microsoft Word 2003. If Word is loaded to the local hard drive of a computer, the Word Processing Supervisor must also be loaded to the same location on the hard drive. If Word is loaded to the network server, with each computer accessing the program from the network server, Word Processing Supervisor must be loaded to the same location on the network server.

Access to Word Processing Supervisor is controlled by the setting found in Word at **TOOLS->OPTIONS->FILE LOCATIONS->STARTUP**. For users that should have access to Word Processing Supervisor, this option should be set to the installation location of Word Processing Supervisor. For a typical hard-drive installation this would be

**C:\PROGRAM FILES\MICROSOFT OFFICE\OFFICE11\STARTUP**

If it is desired that selected users not have access to Word Processing Supervisor the option should be set to any other location.

If you are installing **WPS** from a download, make a backup copy of the download installation folder and save it in a safe place.

## CHAPTER 3 -- INSTALLATION OF WORD PROCESSING SUPERVISOR

### HARD DRIVE & NETWORK INSTALLATION

1. **Make sure that Word 2003 is correctly installed and fully functional.**
2. **Set the "Word Startup Directory"**

#### **WORD STARTUP DIRECTORY NOTES**

A network installation is only appropriate when WORD has been installed to a network server from which it is run by the individual workstations. If your classroom is such that each individual station (which may be connected to a network) has its own copy of WORD on its own hard drive, you should perform a hard drive installation of Word Processing Supervisor onto each of these stations

To set the Word Startup Directory select **Tools -> Options -> File Locations** then click on **Startup** folder and click the **Modify** button. You may then type in the appropriate location. Please read the following two paragraphs for more information.

**Network Installation:** For installations where Word is running from a network, the location of the Word Startup Directory should be set to the network location of Word. For example: **H:\Program Files\Microsoft Office\Office11\Startup or \\Server\Program Files\Microsoft Office\Office11\Startup**. (These are examples only, and must be set to appropriate directories on your server.)

**Hard-drive Installation:** For installations where Word is running from the local hard-drive, the location of the Word Startup Directory should be set to the hard-drive location of Word. For example: **C:\Program Files\Microsoft Office\Office11\Startup**. (This is the default location for an installation of Word. If you have done a custom installation, or upgraded from a previous version, the correct path may be different, and will need to be set to a path appropriate to your installation of Word.)

3. **Install the software.**

### **CD INSTALLATION OF WPS FOR WORD 2003 (Office 2003) v.2003**

**NOTE:** If this is to upgrade, **UNINSTALL** the old version first. Insert the **Word Processing Supervisor** CD into your CD drive (AutoRun CD):

(If AutoRun fails, select **Start -> Run**; then enter the **CD drive letter:setup.exe**)

Select **"WPS for Word 2003 v.2003"** from the appropriate drop down box.

Follow the directions on the Install screens.

## INSTALL DOWNLOAD OF WPS FOR WORD 2003 v.2003 SOFTWARE ([www.sewarner.com](http://www.sewarner.com))

If you have purchased a site license, extract and copy the site license files (from a download of the Site License file from the website) into the **sewlicenses** folder that is among the 7 extracted files from the downloaded program file:

### LICENSE and WPSWRD2003

**NOTE:** If this is an upgrade, **UNINSTALL** the older version first. Open the “**download folder**” where you have extracted the install files.

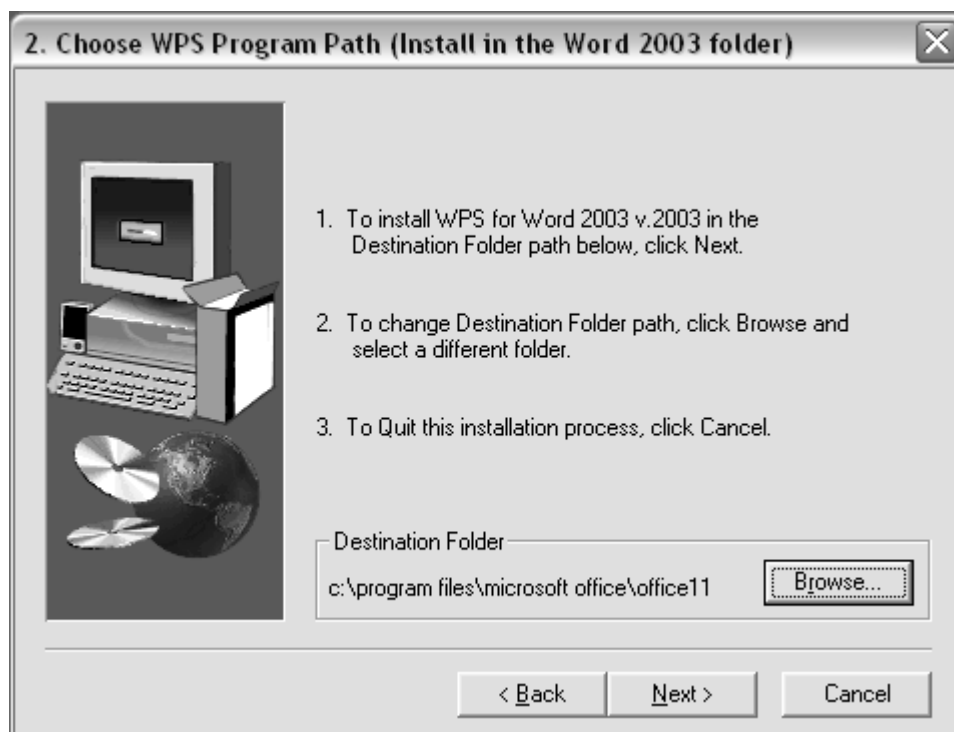
. Double click on: **Setup.exe**

Follow the directions on the Install screens.

### THE INSTALLATION PROGRAM

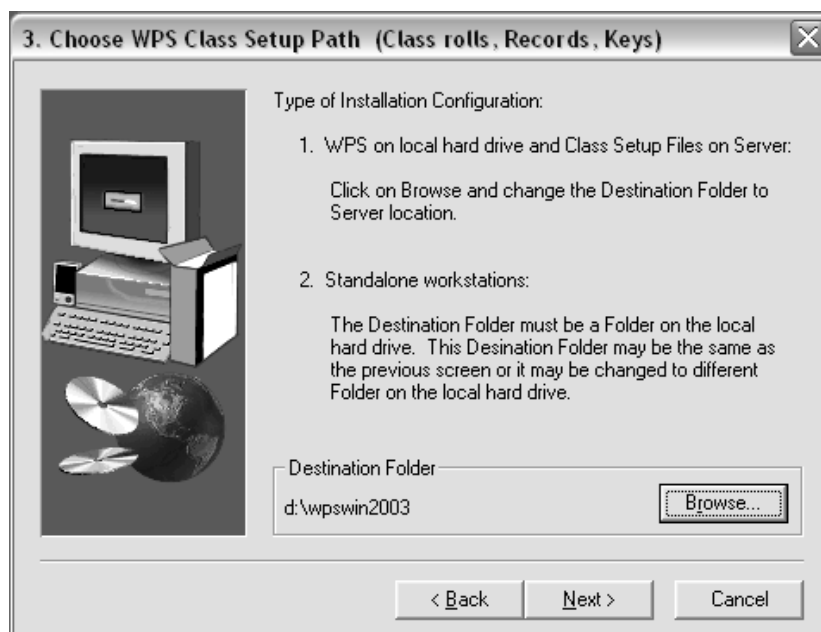
When the installation program begins, a basic **Welcome** screen appears. Click **NEXT** to continue with the installation program.

### CHOOSE WPS PROGRAM PATH



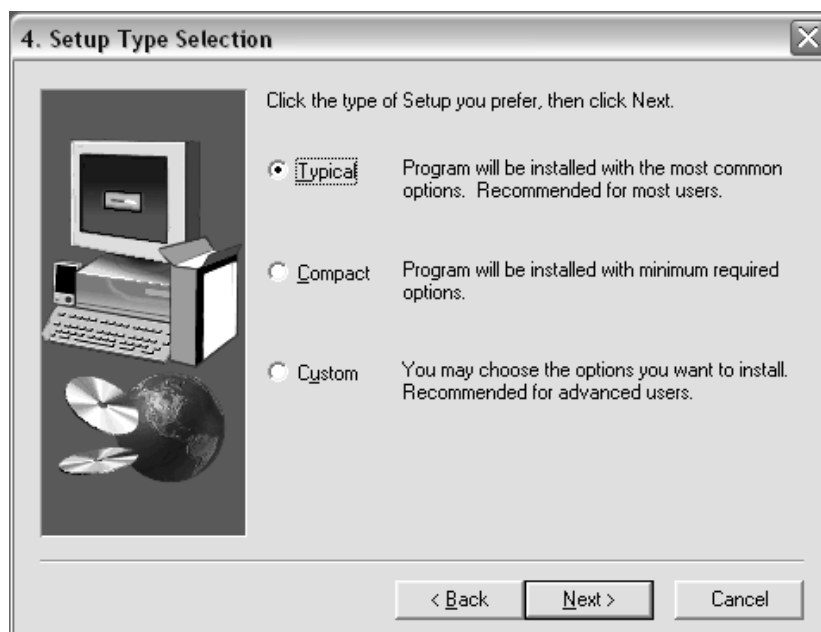
Click **NEXT** to continue with the installation program. (The installation program has attempted to find the installed location of **WORD** on either your hard drive or network. You should not change the Destination Folder unless you are certain that a different location is required for your installation.) This path may include any of the following: Physical drives/paths, Mapped drives/paths, and UNC Paths.

## CHOOSE WPS CLASS SETUP PATH



Click NEXT to continue with the program installation. (This path is generally different than the location designated on the previous screen since the **User Access Rights** for students in the **Record** folder includes rights that you would not want the students to have in the **WORD/WPS** program folder. It is suggested that a folder named **WPSWIN2003** be used. If you are using a network, this **WPSWIN2003** folder would be pathed to the server. The typical installation of Word 2003 is on the local hard drive and the Class Setup folder (**WPSWIN2003**) is on the server so all students can access their class roll, student record, and error-checking keys. The Class Setup folder (**WPSWIN2003**) should be stored on a network location if at all possible.

## CHOOSE WPS CLASS SETUP TYPE



Select **TYPICAL**, **COMPACT**, or **CUSTOM** and click NEXT to continue with the installation

- Typical**      **Recommended Option:** This option will copy the program and documentation to the hard drive or network server specified in the Destination Folder path on the previous screen. This option does copy the User's Manual. (Requires about 6 Meg of disk space.)
- Compact**    This option will copy the program to the hard drive or network server specified in the Destination Folder path on the previous screen. (Requires about 2 Meg of disk space.)
- Custom**      This option allows you to select from :
- Install Program Files  
Install User's Manual
- This option will most often be used to install a copy of the User's Manual if one was not installed initially or if the User's Manual has been deleted from the hard drive.

After selecting the desired options, the installation program will copy the appropriate files. A final message indicating successful completion of the installation program will then appear. **RECOMMEND:** You should display and print the Readme message at the end of the installation.

After the installation program is complete you may access Word Processing Supervisor by starting Word and selecting the **WPS** menu item which now appears on Word's menu bar.

## **UNINSTALLING WORD PROCESSING SUPERVISOR**

If it is desired to uninstall Word Processing Supervisor Software, you may use Add/Remove Programs from the Windows Control Panel (**Start->Control Panel->Add/Remove Programs**). To uninstall Word Processing Supervisor from a network server, the uninstall must be done from the same workstation as was used in the initial installation.

## CHAPTER 4 -- FIRST TIME WALK THROUGH THE SOFTWARE

The objective of this chapter is to walk you through the basic operations of the Word Processing Supervisor. Following the installation of Word Processing Supervisor, the WPS menu item will be available to the right of the Help menu when you start Word:



This new menu item, **WPS**, is used to provide all the Word Processing Supervisor's functionality. To use the software, you must first initialize your class code and name. From the new **WPS** menu item, select **InitializeWPS**, and the following window will appear:

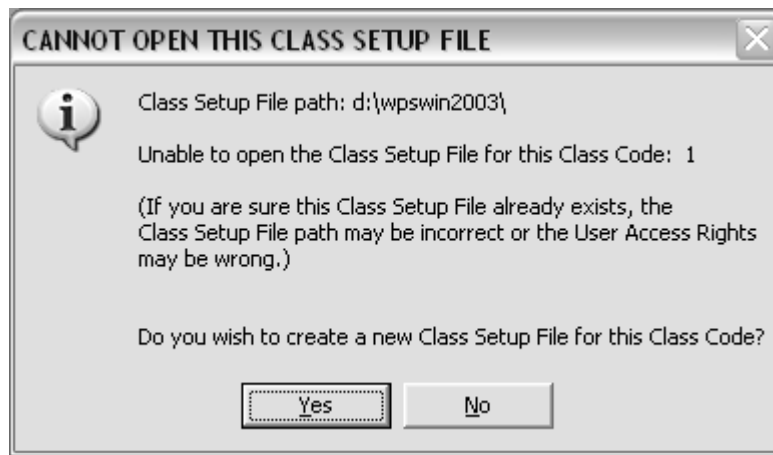
A screenshot of the "Initialize WPS for Microsoft WORD 2003 v. 2003" dialog box. The window has a title bar with the text "Initialize WPS for Microsoft WORD 2003 v. 2003" and a close button (X). The main area contains the following text: "Word Processing Supervisor (c) 2004 S. E. Warner Software Inc. For The Exclusive Use Of S. E. Warner High School Unlimited Use At This School Location". Below this is a section for "Enter Your Class Code:" with a spinner box showing the number "1". Next to it is a section for "Enter Your Name:" with a text box containing "John Q. Student". Below these are two sections: "3-char. Password - If Required:" with a text box, and "Personal Storage Location - If Required:" with a text box. In the center, there is a button labeled "Modified: December 1, 2003". Below that, it says "Supplementary Materials NOT authorized for use." and a box containing "Program Path: c:\program files 2003\office11" and "Class Setup Path: c:\wpswin2003". Below this box, it says "Program Path and Class Setup Path text files NOT found." At the bottom left is a "CANCEL" button, and at the bottom right is an "OK" button. At the very bottom, it says "This workstation was re-booted within the last 24 hours".

You may leave the class code as 1. To use this software you must assign each individual class a class code. Word Processing Supervisor will keep separate class rolls according to the class codes you assign. When a student initializes the software, he/she will have to type his/her name and class code in this box. Word Processing Supervisor will make sure that the name he/she types in is found in the class roll designated by the class code. Since this is the first time using the Word Processing Supervisor, we'll just use class 1. For more information concerning class codes, see **Chapter 6 - TEACHER UTILITIES** and **Chapter 8 - RECORD KEEPING**.

Enter your name in the **Enter Your Name** box. Word Processing Supervisor will add your name to the class 1 roll as if you were a student. Don't worry about entering a password or a personal storage location. Passwords and personal storage locations are only necessary when you, the teacher, designate that students must use them. See **Chapter 6 - TEACHER UTILITIES**.

When all the information is entered, click **OK**. Whenever you start up Word, you have the option to use (or not use) the Word Processing Supervisor. If you do not wish to use the Word Processing Supervisor, do not activate it with the **InitializeWPS** item from the **WPS** menu.

When you press **OK**, Word Processing Supervisor will attempt to open what is called a *defaults file*. A *defaults file* is a file that contains information particular to a given class code. Class settings such as the paths where student records are found and the minimum time requirement for timed exercises are found in a defaults file. Since this is the first time the software is being used, it will not have created a defaults file for class 1. The following window will appear:



Click **NO** to exit the **WPS Initialization process**.

Click **YES** to continue.

At this point, Word Processing Supervisor will require you to provide the information necessary to create the *defaults file* for class 1. Since the creation / modification of class settings is a privilege only granted to the class instructor, you will first be prompted to enter in the class passwords. Each class you create keeps its own set of passwords. Be very careful to guard these passwords - they prevent students from accessing teacher utilities, and if forgotten will prevent you from doing the same. The following window will appear:



Since this is the first time the software is being used, the first and second passwords are defaulted to the word, **PASSWORD**. Enter **PASSWORD** in the **Please Enter Your First Password** and **Please Enter Your Second Password** boxes. When you type the last 'd' in the second password, you will notice that the **CHANGE PASSWORDS** button will be enabled. Click on **CHANGE PASSWORDS** and the cursor will be moved to the **New First Password** box. Enter the new passwords you want to apply to class 1 in the **New First Password** and **New Second Password** boxes. If you ever want to change these passwords, you can always use the **CHANGE PASSWORDS** button from this window. Both passwords may be the same.



When you've entered and changed the passwords, press **OK** to begin providing the information necessary for Word Processing Supervisor to create a *defaults file* for class 1. Once the passwords have been successfully entered, the following window will appear:

The image shows a Windows-style dialog box titled "Word Processing Supervisor Setup Screen". It contains several sections with configuration options:

- Logon Procedures:** "Password NO" (dropdown), "Auto Logon YES" (dropdown).
- Document Preparation:** "Typing Words" (dropdown), "Correction MENU" (dropdown), "Stopwatch AVAILABLE" (dropdown).
- Record Keeping and Class Standards:**
  - "Record Scores YES" (dropdown), "Rank By GWPM" (dropdown), "Record All" (dropdown), "Backup NO" (dropdown).
  - Words subtracted per error for NWPM Calculation: 10 (spin box).
  - Cutoff Error Number: 20 (spin box).
  - Maximum Errors Per Minute: 2 (spin box).
  - Number of Scores to Average: 10 (spin box).
  - Minimum Time: Minutes 3 (spin box), Seconds 0 (spin box).
- Paths:**
  - Student Records Path: d:\wpswin2003\Records\ (text field).
  - ErrorChecker Key Path: d:\wpswin2003\Keys\ (text field).
  - Document Storage Path: d:\ (text field), "No Student Change" (dropdown).
- Alternative Timing Method:**
  - ☐ Changeable by student
  - ☐ Default to Alternative Timing Method
- ☒ Display Voice Recognition item on NewDOC screen.
- Class Code:** 1 (spin box).
- Buttons:** FORMULA INFORMATION, CANCEL, SAVE, OK.

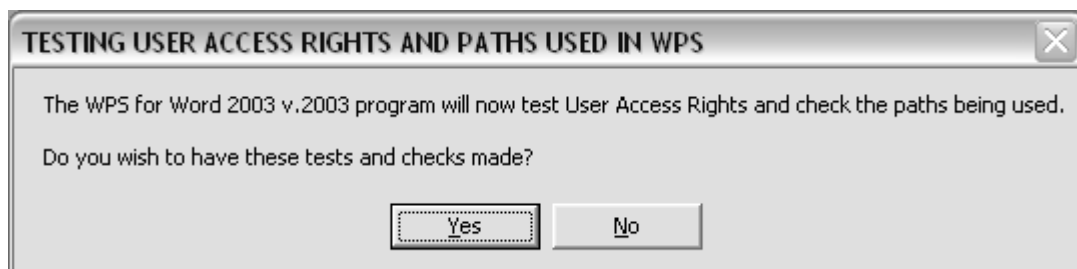
This window is used to determine what information will be saved in the class *defaults file*. You can always modify the information stored in this window by using the setup teacher utility -- see **Chapter 6 - TEACHER UTILITIES**. If you are installing to a hard drive with no server available, you can just use the default values shown in this window. However, a network installation requires that you enter paths on this screen that can be read/written by all students to archive their student records, ErrorChecker Keys, and where the students will be saving their documents. (See **Appendix A** for more information.) Press **OK** and Word Processing Supervisor will use the displayed information to build the *defaults file* for class 1. Once this *defaults file* is created, Word Processing Supervisor can return to Word and you can begin to use the software. The next time you start up Word Processing Supervisor, it will find this defaults file and not require you to enter your passwords and supply the class settings again.

After pressing **OK**, Word Processing Supervisor will ask you whether to create any of the paths from these settings that do not already exist on your system. Respond that it is **OK** to create these paths. Word Processing Supervisor will automatically create a Class Roll File for class 1. The Class Roll File will store the names of the students enrolled in class 1. Using the Dbase Utility (see Chapter 8) you can add/delete/modify the names stored in the class roll file.

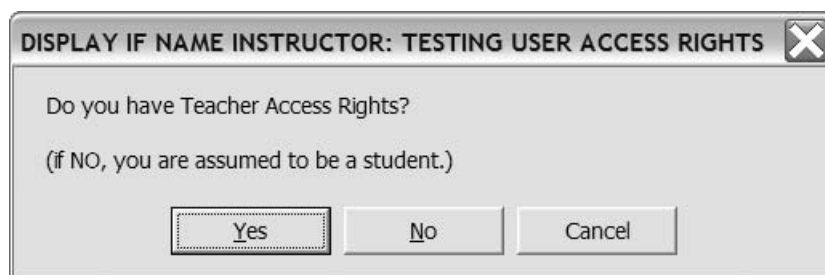
## ENTER THE NAME: INSTRUCTOR TO VERIFY USER ACCESSS RIGHTS:

The required **User Access Rights** needed for **Word Processing Supervisor for Word 2003 v.2003** can be checked by the **WPS** program. Follow these procedures to check the User Access Rights.

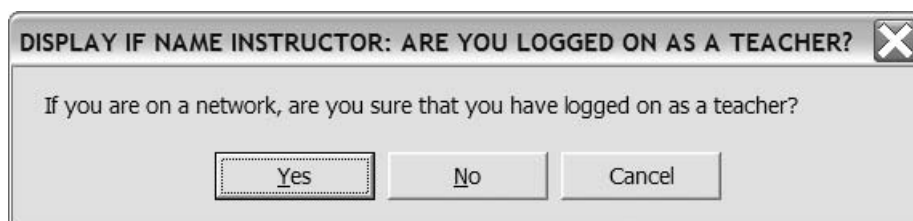
1. If you are in **WPS**, exit **Word 2003** at this time. If you are on a network and are not logged on as a **Teacher**, log off the network and log on as a **Teacher** (you **must not** be logged on as an Administrator).
2. Launch **Word 2003**.
3. Initialize **WPS**; use the same **Class Code** and enter **INSTRUCTOR** in the name box.
4. The following message box will appear:



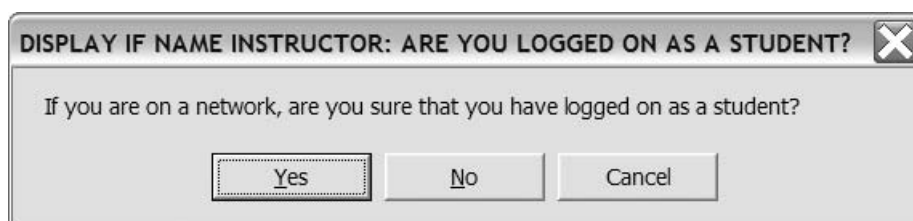
5. Click on **YES** to continue.



6. Since you have logged on to the network as a **Teacher**, click on the **YES** button. If you are checking as a logged on **Student**, click on the **NO** button.
7. If you clicked on **YES**, the following message box will appear:



If you clicked on **NO**, the following message box will appear:



8. Click on the **YES** button to continue.

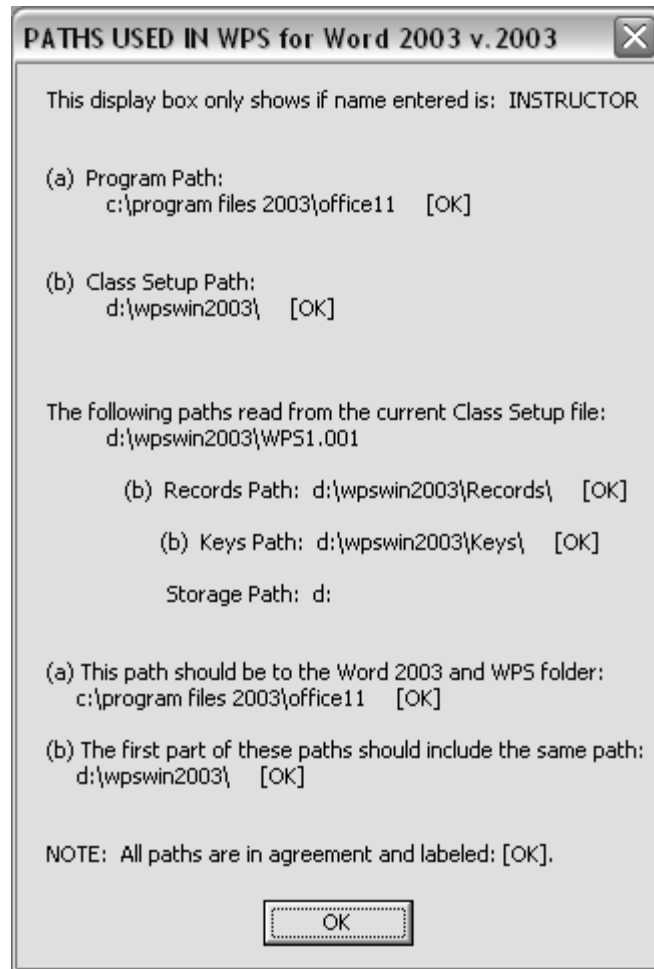


9. If all tests of the **Teacher's User Access Rights** are successful, you will get the above message box. If you were testing the Student User Access Rights, a similar message box would appear. If any of the tests fail, you will get an appropriate message box when the failure occurs and you will see the following message box appear later:



## Checking the Paths WPS for Word 2003 v.2003

1. The following box appears showing the paths used:.



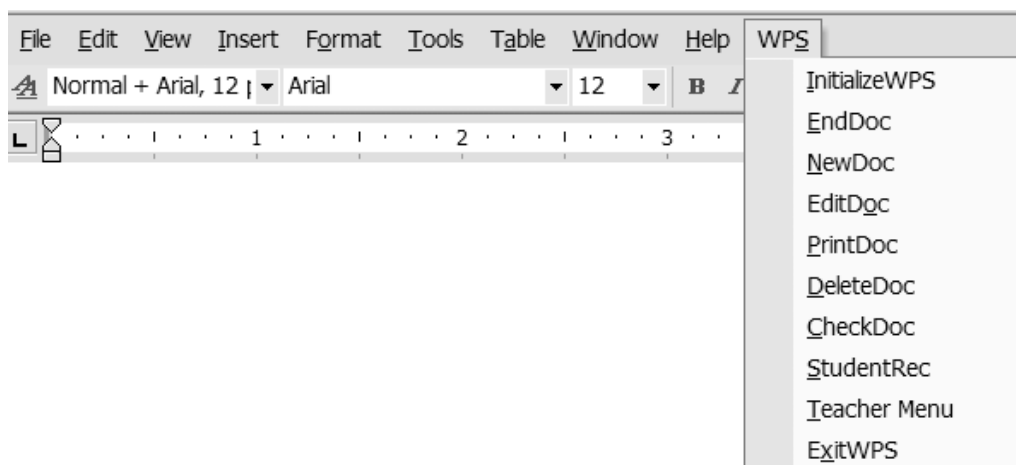
2. The above box shows all of the critical paths used by **WPS for Word 2003 v.2003**. When the compatibility of the paths are made and verified, an **OK** is placed at the end of the path to indicate compatibility.

The box below indicates the sources from which the paths were derived:



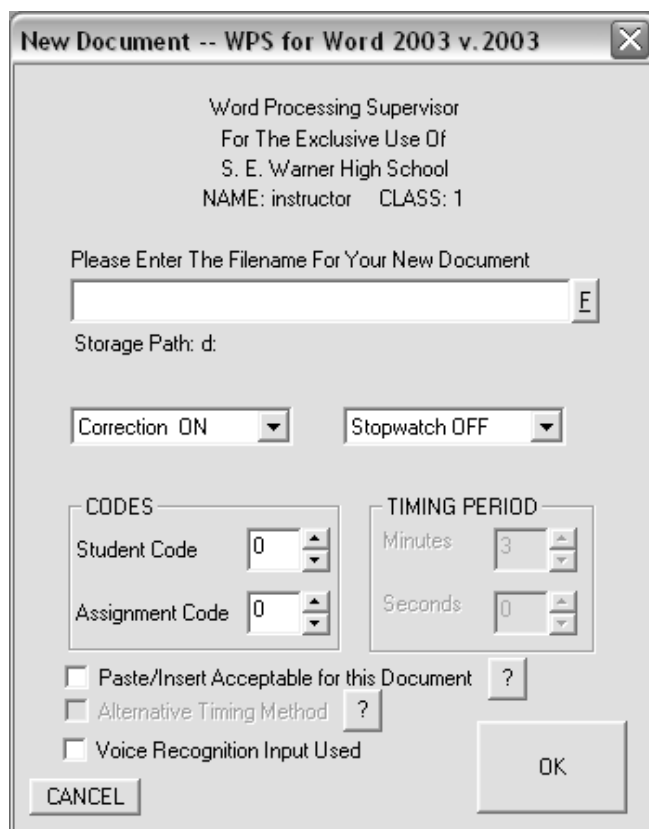
If you have not checked the **User Access Rights** as a **Student**, log off the network and then log on to the network as a **Student**. Then return to the **User Access Rights Verification** section near the top of **page 12** and repeat the procedure beginning with number 2.

When you return to Word, notice that the **WPS** menu item contains the following new items:



All use of the Word Processing Supervisor is done through this menu. Select **NewDoc** from the **WPS** menu to create a new Word Processing Supervisor document. Word Processing Supervisor documents automatically have their word counts, word per minute rates, and other kinds of relevant information calculated. Word Processing Supervisor documents can be created with a stopwatch (count-down) timer that allows a limited amount of time for editing or with a correction blocker that prevents the backspace, cut-copy-paste, and other correction features from taking effect when typing the document.

When you select **NewDoc**, the following window will appear:



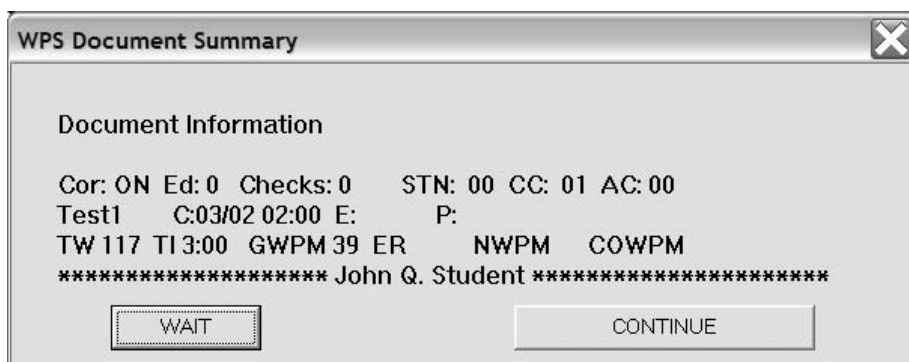
To learn to use this window see **Chapter 5 - ORIENTATION TO THE SOFTWARE**. For now, just type **test1** in the **Please Enter the Filename For Your New Document** box and press **OK**.

Once you pressed **OK** in the **New Document** screen, you may begin typing a sample Word Processing Supervisor Document. Type the following:

**This is a sample timed, writing that you may practice on to test the error-checking capabilities of Word Processing Supervisor Software. this timed writing is a short thre paragraphs long.**

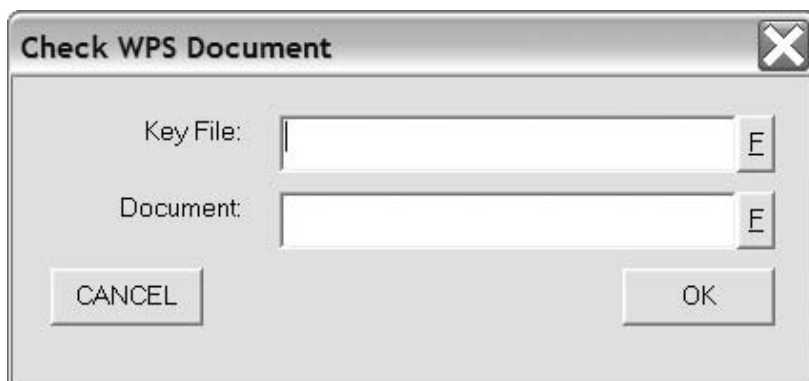
Notice that there has been an extra comma placed after the word "timed", the word, "thre," has been spelled incorrectly (it should be "three"), and the word "this" is not capitalized. These are deliberate errors that will be caught by the Word Processing Supervisor during the error check.

After you've typed the above sentences, select the **EndDoc** option from the **WPS** menu. This will cause Word Processing Supervisor to save and close the current document and perform calculations on what has been typed. The following window will appear:



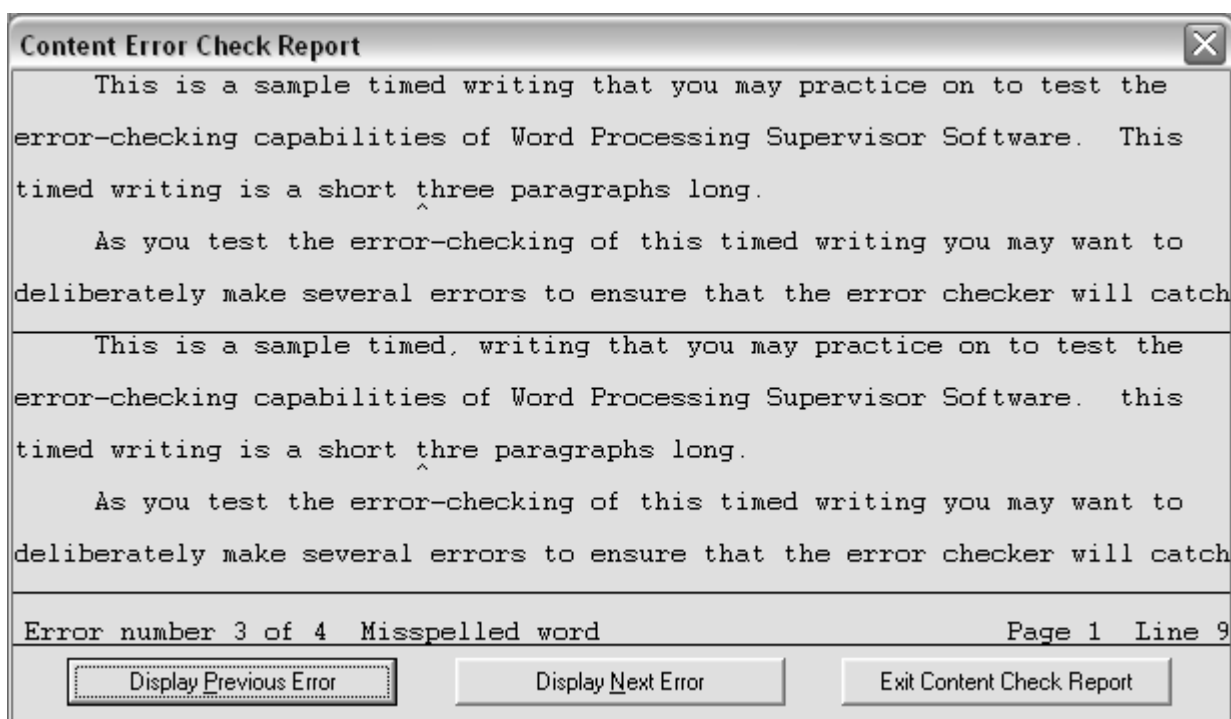
Refer to **Chapter 5 - ORIENTATION TO THE SOFTWARE** to learn how to interpret the information displayed in this window. For now, you can notice that on the third line, the Gross Word per Minute rate (**GWPM**) is displayed. On this example, the typist achieved a Gross Word per Minute rate of 39. Press **CONTINUE** to dismiss this **Document Information** window.

At this point, we're ready to error-check the document. Your Word Processing Supervisor package came with five sample keys that you can use to test the software. The lines you typed above can be checked against one of these keys. The name of the key is **tw1** (which stands for timed writing 1.) To error-check the document against this key, select the **CheckDoc** option from the **WPS** menu. The following window will appear:



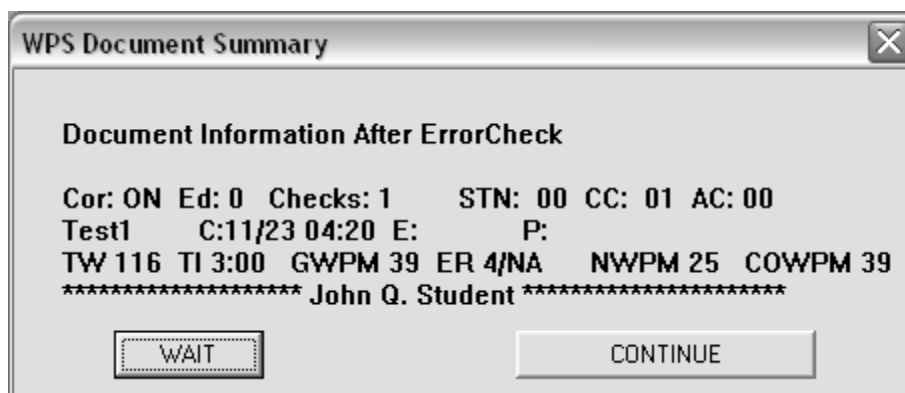
Enter the name of the key, **tw1**, in the **Key File:** box and the name of the document, **test1**, in the **Document:** box. Then click **OK**. This will invoke the Error Checker.

The Error Checker will display the following window:



See **Chapter 7 - MICRO-ERRORCHECKER & KEY BUILDER** to learn how to use the **ErrorCheck Report** window. For now, you can notice that the key file is displayed in the top half of the window and the document you typed is displayed in the bottom half. There are pointers by the word "timed" in both portions of the window. This indicates the position of the first error - a punctuation error (the extra comma).

If you press the **Exit Content Check Report** button, Word Processing Supervisor will again display the **WPS Document Summary** window. This time, the information that could not previously be displayed (the Error count, Net Words per Minute and Cutoff Words per Minute, for example) in the **WPS Document Summary** window will be displayed.





Now that a document has been error checked, we can examine the student record to see the scores that the error-checker reported and saved in the student data file. (See **Chapter 8 - RECORD KEEPING**.)

Select the **StudentRec** option from the **WPS** menu. It will take a moment to load. The following window will appear:

Score Display Window -- WPS for Word 2003 v.2003

John Q. Student - Class #001  
 Timed Writings: 11/23/03  
 Multiple saves of the same exercise name allowed

KeyName	FileName	Date	DoneAt	Cor	ERc/fm	GW	NW	CW	Time	Wrd	Ed	#
TW1	Test1	11/23	4:34p	on	4/NA	39	25	39	03:00	116	0	1

Min Time: 3:00    Max Errs/Min: 2    Total Scores: 1 (1 qualify)  
 Average GWPM: 39.0    Average Errors/min: 1.3  
 WARNING - LESS THAN 10 SCORES MEET THE STANDARDS

Sort    ☐ Save    ☐ Name    ☐ Date    ☐ Recent    ☐ Grouped    ☐ Unique

Next Score Type    Reload    Print    Print All    Backup    Next Student    Exit

Refer to **Chapter 8 - RECORD KEEPING** to learn how to use the Word Processing Supervisor Student Records Menu System. For now, you will notice that the exercise you just typed and checked, tw1, has been recorded in the student record. Press the **Exit** button to return to Word.

This concludes the first time walk through the software. To exit Word, select the **Exit** option from the **File** menu.



## CHAPTER 5 -- GUIDE TO USING THE WORD PROCESSING SUPERVISOR

The following pages will be a guided tour through the windows of the Word Processing Supervisor. Notice that some of the windows shown in this manual may appear differently depending on the settings selected in the installation/setup of the software.

After installing Word Processing Supervisor, when you start Word, you will see an additional menubar item, **WPS**, available in the Word menu bar. Selecting **InitializeWPS** from this menu brings up the following window:

Initialize WPS for Microsoft WORD 2003 v. 2003

Word Processing Supervisor (c) 2004 S. E. Warner Software Inc.  
For The Exclusive Use Of  
S. E. Warner High School  
Unlimited Use At This School Location

Enter Your Class Code:  
1

Enter Your Name:  
INSTRUCTOR

3-char. Password - If Required:      Personal Storage Location - If Required:

Modified: December 1, 2003

Supplementary Materials NOT authorized for use.

Program Path: c:\program files 2003\office11  
Class Setup Path: c:\wpswin2003

Program Path and Class Setup Path text files NOT found.

This workstation was re-booted within the last 24 hours

CANCEL      OK

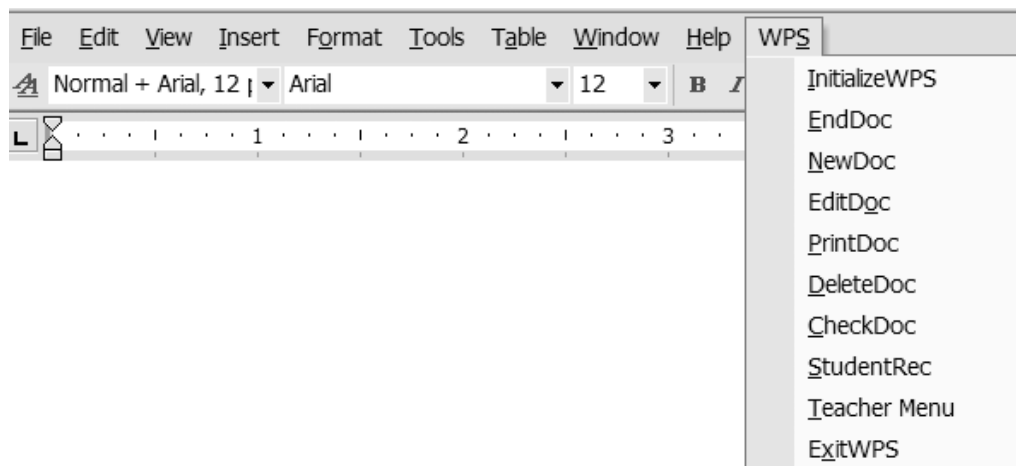
You can use the mouse, tab, and shift-tab keys to move from field to field in this window. Enter "INSTRUCTOR" in the name field to log in as the instructor and check **User Access Rights** and the paths used by **WPS**. The Password field only needs to be filled in if the password option was selected in the setup (see **Chapter 6 - The Teacher Utilities -- The Class Setup**). When the class code, student name (skip the student password and Personal Storage Location boxes), press the **OK** button.

Notice that the number of stations for which the software is licensed is displayed on this screen. Installing the software on more stations than are displayed on the dialog, or at a location other than shown on the dialog, is a violation of the license agreement and copyright laws. Single-school site licenses are generally for unlimited use at the single-school location.

After a successful login, you will notice that additional menu items are available from the **WPS** menu. It is from these menu options that all the features of Word Processing Supervisor are accessed.

## Options Available from the WPS Menu

Selecting the **WPS** menu activates the following pulldown menu:

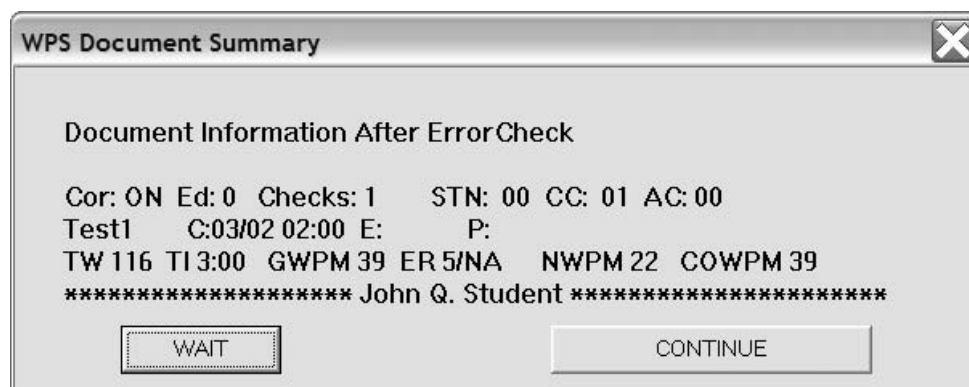


Here is an explanation of what each of the menu selections offer:

- |                       |  |
|-----------------------|--|
| <u>E</u> ndDoc        | Saves and Closes the current Word Processing Supervisor Document. It is only enabled when there is a Word Processing Supervisor Document currently being keyed/edited. (See 5-3)   |
| <u>N</u> ewDoc        | Begins a new Word Processing Supervisor Document. Selecting this option brings up a window that allows the document name, timer, correction feature, and document codes to be set. (See 5-4)   |
| <u>E</u> ditDoc       | Allows the editing of a Word Processing Supervisor Document. If the correction feature was off, or the document's timer had expired, the document may not be edited. (See 5-6)   |
| <u>P</u> rintDoc      | This option prints a Word Processing Supervisor Document. Information concerning the word/minute rates, errors, time, etc. is included in the printed document. (See 5-7)  |
| <u>D</u> eleteDoc     | Deletes a Word Processing Supervisor Document from disk. (See 5-7)   |
| <u>C</u> heckDoc      | Error-checks a Word Processing Supervisor Document against an error-free key that the class instructor will need to provide. (See 5-8, Chap. 7)  |
| <u>S</u> tudentRec    | Allows students to view, print, and backup their student records. See (5-8)  |
| <u>T</u> eacher Menu: | Allows class Instructors to modify class settings, build/delete error-free key files, and make modifications to student data / class roll files. This option is protected by two passwords. (See <b>Chapter 6</b> and <b>Chapter 8</b> ) |
| <u>E</u> xitWPS:      | Closes out the current WPS session allowing another student to log in.   |

## Ending or Suspending a Word Processing Supervisor Document

Selecting **EndDoc** from the **WPS** menu brings up the following window



This window displays statistics relevant to the Word Processing Supervisor Document being edited.

Here is an explanation of what is displayed in this window (left to right, top to bottom):

Cor:	Whether the correction features (backspacing, etc) were on or off.
Ed:	The edit counter -- how many times the document has been reloaded for editing. (see <b>Chapter 9 - Security</b> )
Checks:	The check counter -- how many times the document has been error-checked. (see <b>Chapter 9 - Security</b> )
STN:	Student Number (number assigned to each student by the instructor)
CC:	Class Code (number assigned to this class by the instructor)
AC:	Assignment Code (number assigned to this assignment by the instructor)
Document:	Above, it is "test1." It is the name under which the document was saved on disk.
C:	Creation Date and Time
E:	Editing Date and Time (if any)
P:	Printing Date and Time (if any).
TW:	The total words
TI:	Time used. The total elapsed time spent editing the document (minutes:seconds).
GWPM:	The Gross Words Per Minute rate
ER:	The number of content errors / number of format errors
NWPM:	The Net Words Per Minute rate
COWPM:	The Cutoff Words Per Minute rate
Student:	Above, it is "Royce S. Shelley"

If a document is ended before its stopwatch finishes or if the stopwatch was set to off and correction was set on, the document could be reopened later for editing. To reopen a document for editing, choose **EditDoc** from the **WPS** menu. Reopening a document for further editing increases the document's edit count by one.

The information displayed in the **Document Information** window is printed as a footer at the bottom of every document printed with the Word Processing Supervisor and is recorded in the student's record.

## Beginning a New Word Processing Supervisor Document

Word Processing Supervisor Documents are different from regular word processing documents. WPS documents carry additional information with them such as the amount of time used preparing the document, the word per minute rates, the number of errors, etc. In order to use the features of Word Processing Supervisor, you need to work with Word Processing Supervisor Documents as opposed to regular word processing documents. Beginning a new Word Processing Supervisor Document, is done by selecting **NewDoc** from the **WPS** menu. Selecting **NewDoc** from the **WPS** menu brings up the following window:

The screenshot shows a dialog box titled "New Document -- WPS for Word 2003 v. 2003". Inside the dialog, the text reads: "Word Processing Supervisor For The Exclusive Use Of S. E. Warner High School NAME: John Q. Student CLASS: 1". Below this, there is a prompt "Please Enter The Filename For Your New Document" followed by a text input field and a button labeled "E". Underneath the input field is the "Storage Path: d:\studentdata\". There are two dropdown menus: "Correction ON" and "Stopwatch OFF". Below these are two sections: "CODES" and "TIMING PERIOD". The "CODES" section has "Student Code" and "Assignment Code", both with numeric input fields set to "0". The "TIMING PERIOD" section has "Minutes" and "Seconds", both with numeric input fields set to "3" and "0" respectively. At the bottom, there are three checkboxes: "Paste/Insert Acceptable for this Document", "Alternative Timing Method", and "Voice Recognition Input Used", each followed by a question mark button. There are also "CANCEL" and "OK" buttons at the bottom.

Using the mouse/tab/shift-tab keys, you can move from field to field in this window. Fill in the document name of the file you wish to begin.

Press the **Correction** button to select whether you will allow correction features. Correction features include the backspace key and any cut-copy-paste combination including moving the mouse to a previous location in the document.

Press the **Stopwatch** button to select to use the count-down stopwatch. If it is set to **ON**, you must set the **Minutes** and **Seconds** fields. After the time you set elapses, the Word Processing Supervisor will block further editing of a document and automatically select the **EndDoc** option. If the stopwatch is set to OFF, the amount of time used to prepare the document will still be recorded, but will not be limited. (see "Ending a Word Processor Supervisor Document").

Set the codes field. Information concerning which codes are selected will appear on the printed document.

If you check the box labeled "**Paste/Insert Acceptable for this Document**" the document will be labeled as "**PI-OK**" and will be flagged in the bottom line of the student information footer. If the document is later error-checked as a **DRILL** document (**Timed Writings, Paragraph Drills, or Line Drills**), the error-checking results **WILL NOT** be recorded in the Student Record. If the document is later error-checked as a PRODUCTION document, the results in the Student Record will have an asterisk (\*) precede the FileName. If the box labeled "**Voice Recognition Input Used**" is checked, the document will be labeled as "**VR-OK**" and will be flagged in the bottom line of the student information footer. If both the boxes labeled "**Paste/Insert Acceptable for this Document**" and "**Voice Recognition Input Used**" are checked, the document will be labeled as "**VR-PI**" and will be flagged in the bottom line of the student information footer.

If you check the box labeled "**Alternative Timing Method**" the document will use the non-system timing function which checks the time with every key stroke. The "**Default Timing Method**" uses a system timer that checks the time every second. However, there are some applications that may be running in the background that can cause the system timer to be disrupted; if this happens, select the "**Alternative Timing Method**."

When all the fields are entered correctly, press **OK** to begin the **WPS** document. If the stopwatch option was selected, it will begin to count down as soon as the first key is typed. If the correction feature is set to **OFF**, no correcting of the document will be allowed. If the Paste/Insert box is checked, copying and pasting will not be allowed. To complete the document, select the **EndDoc** option from the **WPS** menu. This will cause the software to stop the timer, if appropriate, and display statistics concerning the document. See "Ending a Word Processing Supervisor Document" in this chapter.

## Customizing the Default Settings (Font, Pitch, etc.) of WPS Documents

It is possible to customize the default settings of Word Processing Supervisor Documents. Possible default settings include: font, point size, spacing, zoom, justification, margins and many others. After setting these defaults, they will automatically apply to every document you create using **WPS->NewDoc**.

One motivation for customizing these default settings is to cause student exercises to appear in the **Error Check Report** window (see **Chapter 7**) with the same spacing and line breaks that appeared when typing the exercise in Word. The Error Checker displays lines that are at most eighty characters long. If you use a font in Word that allows more than eighty characters to fit on a line, the Error Checker will wrap the words that exceed the eighty character limit when displaying the WPS document. This will cause the document to appear differently in the **Error Check Report Window** than it did in Word (although it doesn't affect the correctness of the error-check). To overcome this, you can set the default font, point size, and margins for WPS documents so that eighty characters fit on each line. Using the font **Courier** or **Courier New** with a point size of 10 and 1" margins would accomplish this.

The current file **wpsword.rtf** in the **Office11** folder has the following settings: font: **Courier New**, font size: **10**, and margins: **1"**. If you wish to change the settings in the **wpsword.rtf** file, open the **wpsword.rtf** file located in the **Office11** folder, make the changes and resave the file.

### To Customize a New "wpsword.rtf" file for WPS Documents:

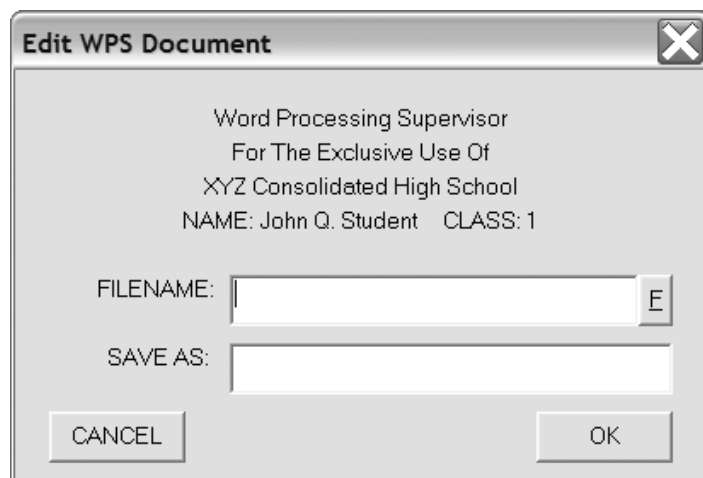
1. Select **New** from the **File** menu.
2. Change any settings available in Word (such as the font, point size, justification, spacing, zoom etc.) to the values you want to have automatically apply to all WPS documents.

3. Type a single space in the document.
4. Select **Save As** from the **File** menu
5. In the **FileName** box, type **<WPPATH>\wp sword.rtf** replacing **<WPPATH>** with the path where Word has been installed. For example, typical hard drive installations would type: **C:\Program Files\Microsoft Office\Office11\wp sword.rtf**. Before pressing **OK**, change the **Save File as Type** box to **Rich Text Format**.

Word Processing Supervisor will use the file you save through this process to initialize each new WPS Document.

## Editing a Word Processing Supervisor Document

Selecting **EditDoc** from the **WPS** menu brings up the following window:



This window contains two fields: **FILENAME:** and **SAVE AS:**. Fill in the **FILENAME** field with the name of the Word Processing Supervisor Document you wish to edit. The **SAVE AS:** field will then automatically fill in with this document name. If desired, you can save the edited document under a new name. This is done by changing the name that appears in the **SAVE AS:** field. Pressing the button to the right of a file name field allows you to select a file name from a list.

Press **OK** to begin editing the document. If the document's stopwatch has expired, or if its correction feature was turned off, you will not be allowed to edit the document. If the stopwatch is set, only the time that remains on the document's stopwatch will be granted for editing a document.

As the class instructor, you can know if a student has edited a document several times under different document names. The edit counter shows the number of times a particular document has been edited. For example, if the document, "job1" is ended and then edited and saved as "job2", "job1" will show zero edits but "job2" will show one edit. In addition, "job2" will be shown as "job2x" when **printed**. The lowercase "x" appended to the end of the document name, "job2" indicates that "job2" is an edited version of a different document. See **Chapter 9 - Security**.



## Printing a Word Processing Supervisor Document

Selecting **PrintDoc** from the **WPS** menu brings up the following window.



You can type the name of the Word Processing Supervisor Document that you wish to print in the **FILENAME** field or select it from a list by pressing the button on the right. Once the document you wish to print appears in the **FILENAME** field, press **OK** to print the document to the currently selected printer in Word. To verify/change the currently selected printer in Word, choose **Print...** from the **File** menu.

## Deleting a Word Processing Supervisor Document

Selecting **DeleteDoc** from the **WPS** menu brings up the following window.

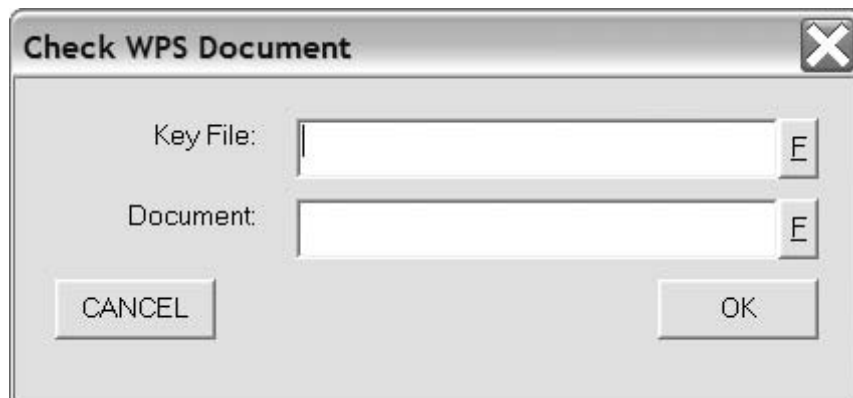


You can type the name of the Word Processing Supervisor Document that you wish to delete in the **FILENAME** field or select it from a list by pressing the button on the right. Once the document you wish to delete appears in the **FILENAME** field, press **OK** to delete the document from disk.

NOTE: Only Word Processing Supervisor documents may be deleted using this option.

## Error Checking a Word Processing Supervisor Document

Selecting **CheckDoc** from the **WPS** menu brings up the following window.



This window contains two fields: **Key File:** and **Document:**. Fill in the **Key File** field with the name of the key against which to check the Word Processing Supervisor Document. Enter the name of the document in the **Document** field. Again, you may select these key/document names from a list by pressing the buttons to the right of the respective fields.

When the correct names appear in the above fields, press **OK** to begin error-checking the document. See **Chapter 7, "ERRORCHECKER & KEY BUILDER,"** to learn to use the error-checker.

## Accessing Student Records (as a student)

Selecting **StudentRec** from the **WPS** menu brings up the Word Processing Supervisor Student Records Menu System. See **Chapter 8 -- RECORD KEEPING**, under the heading **Word Processing Supervisor Student Records Menu System**, to learn to use the student records menu system.

## Accessing Class Instructor Utilities

See **Chapter 6, "TEACHER UTILITIES,"** to learn to use the **Teacher Menu** option from the **WPS** menu.

## CHAPTER 6 -- TEACHER UTILITIES

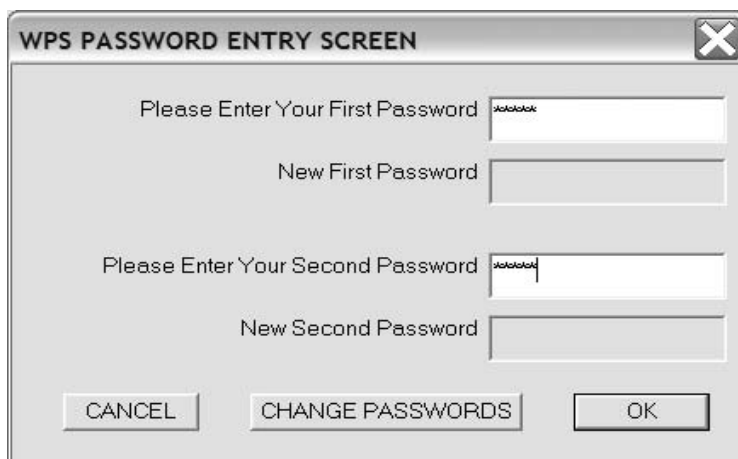
### The Teacher Menu

Selecting the **Teacher Menu** option from the **WPS** menu gives the class instructor access to the following utilities:

- Setup** Allows configuration of Word Processing Supervisor for your hardware and software. Also allows you to set the standards (maximum errors, minimum time for timed drills, etc.) for record keeping for any particular class.
- Verify** This option protects you from a student falsifying the footer that appears at the bottom of a printed WPS document. It also protects you from a student copying another student's data files. Whenever you suspect that a student has attempted either of these two methods of cheating, you can use this **Verify** option to discover whether he/she has cheated. See **Chapter 9 - Security**.
- KeyBuilder** Allows the teacher to create key documents that may be used to error-check the documents that students create. Key documents may be created from either Word Processing Supervisor documents or Word RTF documents.
- DeleteKey** Allows the class instructor to delete previously created "key" documents.
- ImportDoc** Allows the class instructor to turn a word processing RTF document into a Word Processing Supervisor Document. This utility is particularly useful for rescuing backup files when the power goes out in the middle of creating or editing a document.
- ClassRec** Allows the class instructor to view, edit, and print the information in the class roll, student data, and backup files. See **Chapter 8 - Record Keeping**.
- Exit Teacher Menu:*** Restricts access to the teacher utilities until the passwords are entered again.

## Entering the Class Passwords

Selecting the **Teacher Menu** option in the **WPS** menu brings up the following window.

A screenshot of a Windows-style dialog box titled "WPS PASSWORD ENTRY SCREEN". The dialog has a close button (X) in the top right corner. It contains four text input fields arranged in two pairs. The first pair is labeled "Please Enter Your First Password" and "New First Password". The second pair is labeled "Please Enter Your Second Password" and "New Second Password". The first and second password fields contain the text "password". At the bottom of the dialog are three buttons: "CANCEL", "CHANGE PASSWORDS", and "OK". The "CHANGE PASSWORDS" button is currently disabled.

The teacher utilities are guarded by two passwords. You enter these passwords in the **Please Enter Your First Password:** and **Please Enter Your Second Password:** fields. If the passwords you enter are correct, pressing **OK** will enable access to all teacher utilities in the **WPS** menu.

## Changing the Class Passwords

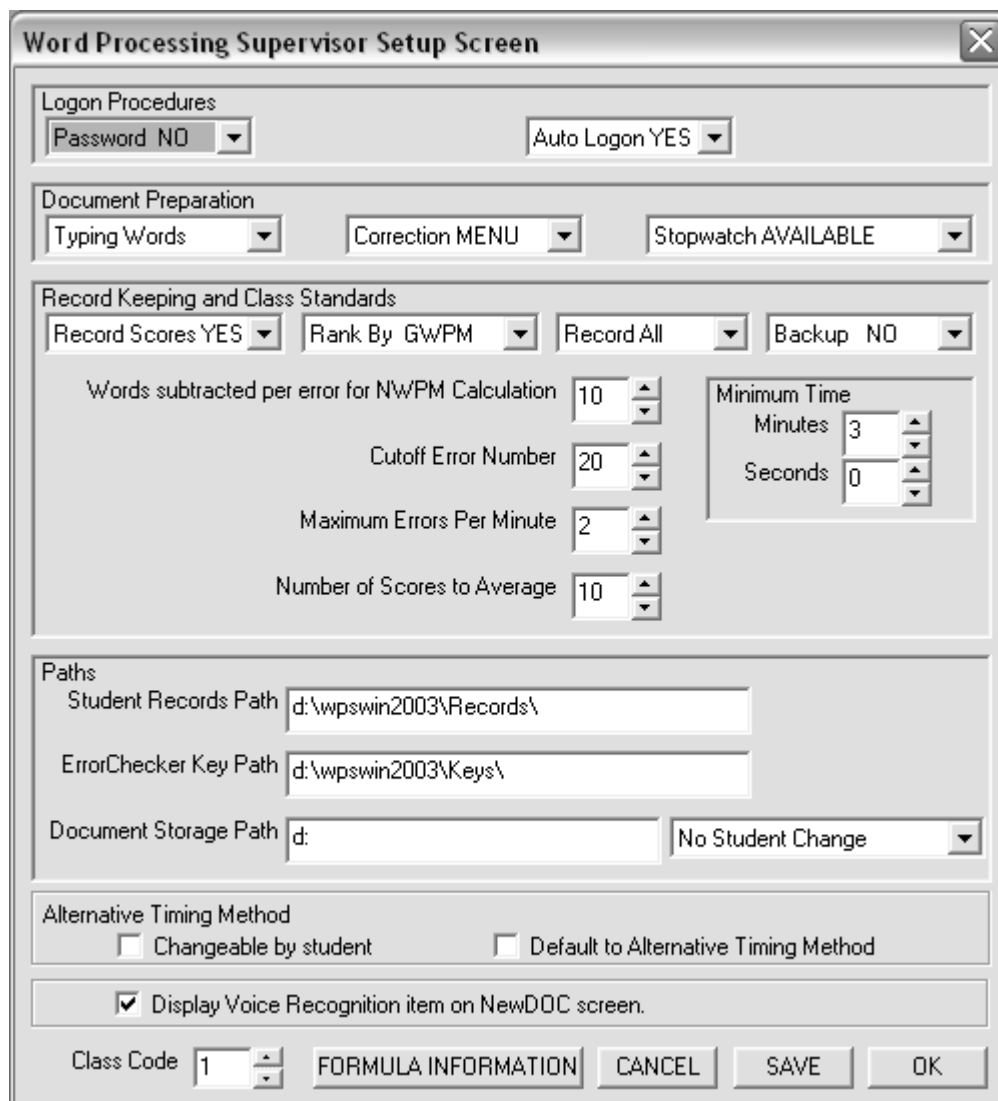
When you enter the correct passwords in this window, the **Change Passwords** button at the bottom will be enabled. When it is enabled, you can enter a new set of passwords in the **New First Password** and **New Second Password** boxes respectively and press the **OK** button to save the new passwords. It is highly recommended that you change the passwords from their initial values the first time that you use the software. (The initial value for both passwords is the word **password**.)

## Restricting Access to the Teacher Utilities

When the word processor is started, access to the teacher utilities is automatically restricted. However, once the class passwords have been correctly entered (see figure above), the computer (station) on which the passwords were entered will have full access to the teacher utilities until access to these utilities has been "closed out." To close out access to the teacher utilities, restricting their access until the class passwords are entered again, select the **Exit Teacher Menu** option from the **WPS** menu.

## The Class Setup

Selecting **Setup** after activating the **Teacher Menu** in the **WPS** menu brings up the following window.



The screenshot shows the 'Word Processing Supervisor Setup Screen' with the following settings:

- Logon Procedures:** Password NO, Auto Logon YES
- Document Preparation:** Typing Words, Correction MENU, Stopwatch AVAILABLE
- Record Keeping and Class Standards:**
  - Record Scores YES, Rank By G/WPM, Record All, Backup NO
  - Words subtracted per error for NW/PM Calculation: 10
  - Cutoff Error Number: 20
  - Maximum Errors Per Minute: 2
  - Number of Scores to Average: 10
  - Minimum Time: Minutes 3, Seconds 0
- Paths:**
  - Student Records Path: d:\wpswin2003\Records\
  - ErrorChecker Key Path: d:\wpswin2003\Keys\
  - Document Storage Path: d: No Student Change
- Alternative Timing Method:**
  - ☐ Changeable by student
  - ☐ Default to Alternative Timing Method
- ☒ Display Voice Recognition item on NewDOC screen.
- Class Code:** 1
- Buttons:** FORMULA INFORMATION, CANCEL, SAVE, OK

## Settings Available on the Class Setup Window

### Logon Procedures:

**Password** Specifies whether students will have to enter passwords when they logon to the software. If you set this option to other than **NO**, you will need to select a passkey to use. Word Processing Supervisor uses the passkey you select here to generate the passwords for each member of the class. Each passkey generates a different set of passwords for each class. Use the Word Processing Supervisor Database Manager (see **Chapter 8**) to view the software-assigned student passwords.

## The Class Setup -- Settings Available on the Class Setup Window (continued)

**Auto Logon** Specifies whether a student can automatically add his/her name to the class roll when he/she logs in. It is suggested that this option be set to **NO**. (**Network users must set this option to NO.**) When it is set to **NO** a student must log in using the same spelling of his/her name contained in the class roll file. This avoids the possibility of two student records being maintained for the same student. However, when this option is set to **NO**, the teacher must manually add each student to the class roll through the Word Processing Supervisor Database Manager described in **Chapter 8**. One way to get the most from this option (if records are not being maintained on a network location) is to set it to **YES** on the first day of class so that each student adds himself/herself to the class roll, and then setting it to **NO** thereafter preventing the students from further modifying the class roll file.

### Document Preparation

**Typing/Actual Wds** Specifies whether typing words (five keystrokes per word) or actual words are used to calculate the total words of a document. Typing words are recommended for this setting as they allow the accurate calculation of the gross, net, and cutoff word per minute rates. If actual words are chosen, Word Processing Supervisor will **not** keep student records.

**Correction** Specifies whether correction features are enabled. When this option is set to **OFF**, no student in this class will be able to use the backspace, mouse positioning, or cut/copy/paste features of the word processor when creating/editing a Word Processing Supervisor Document. Alternatives are to always enable correction feature (**ON**) or to allow the student to specify correction features with every new Word Processing Supervisor Document that he/she creates (**MENU**). The option, **MENU**, is the most flexible and is therefore recommended. The correction status of every Word Processing Supervisor Document is always printed with that document. You can view the correction status of any recorded score with the Word Processing Supervisor Database Manager (see **Chapter 8**.)

**Stopwatch** Specifies whether the stopwatch feature is available (**AVAILABLE**) or never available (**UNAVAILABLE**). The stopwatch feature prevents a student from further editing/keying a document after the time expires. This time is set when the document is created using the **NewDoc** option in the **WPS** menu.

## The Class Setup -- Settings Available on the Class Setup Window (continued)

### Record Keeping and Class Standards

Record scores	Specifies whether Word Processing Supervisor will maintain class roll and student data files to record student scores. It is highly recommended that this option be set to <b>YES</b> unless you do not have enough disk space to record student scores (see <b>HARDWARE REQUIREMENTS</b> at the beginning of this manual).
Rank By	Specifies whether the gross, net, or cutoff words/minute rates are used to rank drill scores in the student data files (see <b>Chapter 8</b> ).
Record	Specifies how the software deals with multiple drill exercises being saved with the same exercise name in a student data file (see <b>Chapter 8 - Qualifying Scores</b> ). If this is set to <b>BEST</b> , then only the best score (of all scores with the same exercise name) could be considered to "qualify." If it is set to <b>FIRST</b> , then only the first score could "qualify." If it is set to <b>LAST</b> , only the most recent score could "qualify." If it is set to <b>ALL</b> , all scores could "qualify."
Backup	Directs the software backup file generation policy (see <b>Chapter 8</b> ). <b>NO</b> means that backup files will not be automatically maintained -- although the class instructor, under this option, would still be able to generate backup files through the Word Processing Supervisor Database Manager (see <b>Chapter 8</b> .) <b>MENU</b> means that students backup their data files at their discretion through the Word Processing Supervisor Student Records Menu System described in <b>Chapter 8</b> . <b>AUTO</b> means that student data files will automatically be backed up each time the student logs on. It also means that class roll files will be automatically backed up every time they are modified just before the modification takes place. <b>AUTO</b> is the recommended setting.

## The Class Setup -- Settings Available on the Class Setup Window (continued)

### Record Keeping and Class Standards (continued)

Words Subtracted / error for NWPM Calculation	This is the number of words which will be subtracted from the total words typed for each error. The resulting number of words and the total time used will be used to calculate the Net Words Per Minute.
Cutoff Error Number	This is the maximum number of errors that are acceptable in a document for the Cutoff Word Per Minute (COWPM) calculation. Keystrokes up to the error indicated will be counted; this number of keystrokes and the total time used will be used to calculate the Cutoff Word Per Minute rate. If you do not use a Cutoff Word Per Minute rate for grading purposes, leave the number at 20.
Max. Errors / Minute	Selects the maximum number of errors per minute that will be permitted for a timed writing or paragraph drill to be considered as "qualifying" in the student record (see <b>Chapter 8 - Qualifying Scores</b> ).
Num of Scores to Average	The number of scores that you wish to have used in calculating the totals and averages for timed writings, paragraph drills, and line drills (see <b>Chapter 8</b> ). The software will use up to 10 scores.
Minimum Time	Sets the minimum time standard for timed writings and paragraph drills in the student data file. See <b>Chapter 8</b> . Timed writings and paragraph drills that do not meet the set time length will not <i>qualify</i> and thus will not be included in the totals and averages given in the timed writing and paragraph drill summaries. (See <b>Chapter 8</b> ).

### Paths

Student Records Path	Specifies the disk or network location in which to store student records, class roll, and backup files. (see <b>Chapter 8</b> .) See appendix A for network information.
ErrorChecker Key Path	Specifies the disk or network location in which to store key documents. Key documents are error-free copies of documents that the class instructor creates, and the students use to error-check their work. See appendix A for network information.
Document Storage Path	<p>Specifies the disk or network location in which to store student Word Processing Supervisor Documents. The student's work is saved here.</p> <p>The drop-down box to the right of the Document Storage Path allows you to designate whether the Document Storage Path is mapped directly to the student's storage location, or whether each student will need to designate their own sub-folder from the specified location. (If the student needs to designate a sub-folder, they will type it in on the same screen where they designate their class code and name when they select <b>InitializeWPS</b>.)</p>



**Alternative Timing Method**

The default **Timing Method** uses a system callback timer every second. Under certain conditions (a conflict with an application running in the background) may cause the system timer to not function properly. If this happens, check the **Change to Alternative Timing Method**; this calls the time directly as each keystroke is made. You may also allow the student to select this function by checking the **Changeable by Student** box.

**Activate Voice Recognition item on New Document screen**

If this box is checked, the **Voice Recognition Input Used** check box item will be activated on the **New Document** screen. When the **Voice Recognition Input Used** box is checked, the timer is started once the **OK** button is selected on the **New Document** screen. With the box not checked, the timer will begin with the first key stroke in the new document.

**Class Code**

Specifies the particular class whose settings are being modified. Use this setting to keep different classes (and periods) separate from each other by assigning them their own class codes. For example, period 1 could be assigned class code 1, period 2 could be assigned class code 2, and so on. If there are multiple teachers using the software, then class codes 101, 102, 103, . . . , 201, 202, 203, . . . , 301, 302, 303, . . . , could be used with the first digit in the class code designating the teacher, and the last digit in the class code designating the period. Every individual class (specified by its class code) has its own settings, class roll file, and student data files (see **Chapter 8** for information concerning class roll and student data files).

**Formula Information**

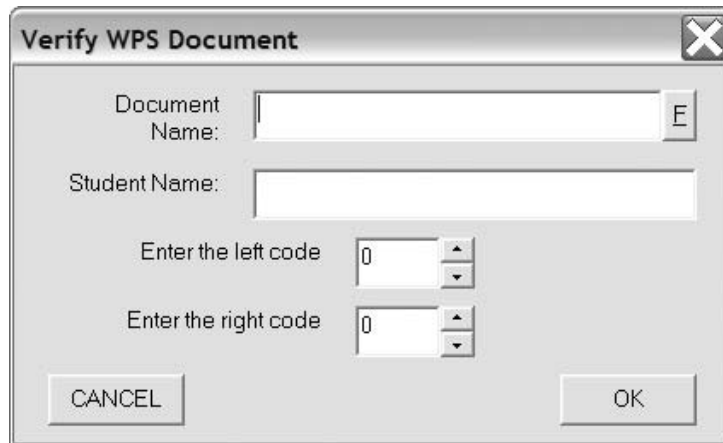
Pressing the **Formula Information** button in the Word Processing Supervisor Setup Screen brings up the Formulation Information/Create window. Because this window contains special information relevant to the security of the Word Processing Supervisor, it is not shown in this manual. (see **Chapter 9 - Security**.)

**CANCEL, SAVE, OK**

When you are finished modifying the settings, click **CANCEL** to exit without saving changes. Click **SAVE** to save the new settings for the current Class Code; then it returns to the Word Processing Supervisor Setup Screen to continue to create other new Class Setup files by changing the Class Code in the lower left-hand corner, or **OK** to save the settings and exit the Word Processing Supervisor Setup Screen.

## Document Verification

Selecting the **Verify** after activating the **Teacher Menu** brings up the following window:



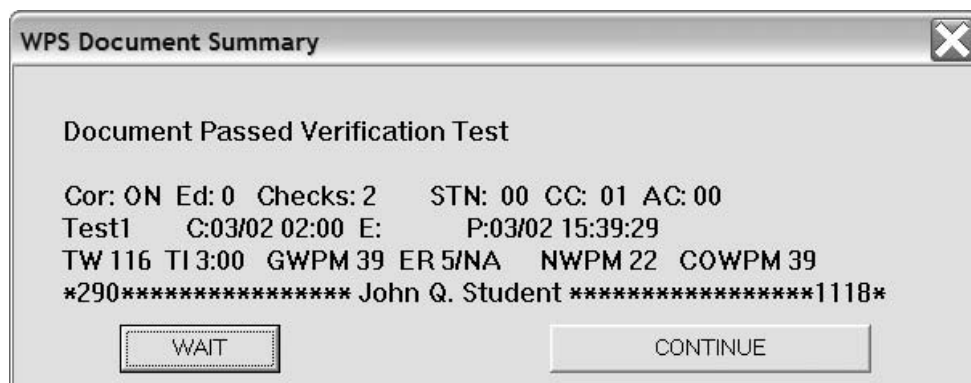
The 'Verify WPS Document' dialog box contains the following fields and controls:

- Document Name:** A text input field with a button labeled 'E' to its right.
- Student Name:** A text input field.
- Enter the left code:** A numeric input field with increment/decrement arrows.
- Enter the right code:** A numeric input field with increment/decrement arrows.
- CANCEL** and **OK** buttons at the bottom.

This verification option allows you to verify that a printed document was prepared with Word Processing Supervisor using a Word Processing Supervisor Document stored on a student's data disk (or subdirectory). This assures that the work is original and not duplicated from data files on another student's disk.

To verify a document:

- 1- Fill in the name of the document in the **Document Name** box (or select it from a list by pressing the button to the right).
- 2- Enter the student's name to whom the document should belong in the **Student Name** box.
- 3- Enter the left code from the printed copy of the student's document that you are verifying in the **Enter the left code** box (or use the increment/decrement buttons to the right). This code is found at the left edge of the last line of the document information (the same line that contains the student's name).
- 4- Enter the right code from the printed copy of the student's document that you are verifying in the **Enter the right code** box (or use the increment/decrement buttons to the right). This code is found at the right edge of the last line of the document information (the same line that contains the student's name).
- 5- When all this information is entered, press **OK** to bring up a window indicating whether or not the document passes the verification test.



The 'WPS Document Summary' dialog box displays the following information:

Document Passed Verification Test

Cor: ON Ed: 0 Checks: 2 STN: 00 CC: 01 AC: 00  
Test1 C:03/02 02:00 E: P:03/02 15:39:29  
TW 116 TI 3:00 GWPM 39 ER 5/NA NWPM 22 COWPM 39  
\*290\*\*\*\*\* John Q. Student \*\*\*\*\*1118\*

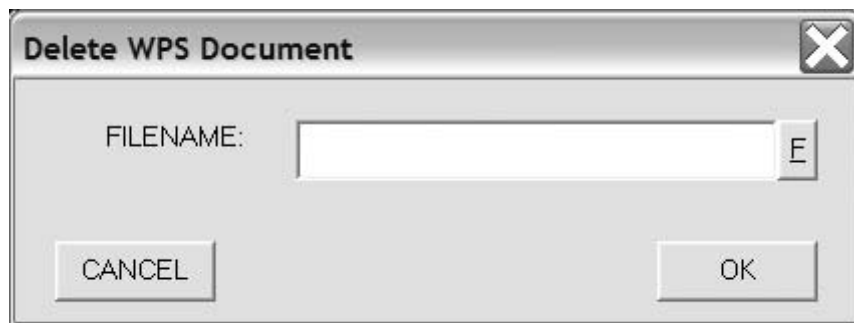
**WAIT** **CONTINUE**

## Creating Key Files

Selecting the **KeyBuilder** option from the **Teacher** option in the **WPS** menu brings up the key building system described in **Chapter 7 - ERRORCHECKER & KEYBUILDER**.

## Deleting Key Documents

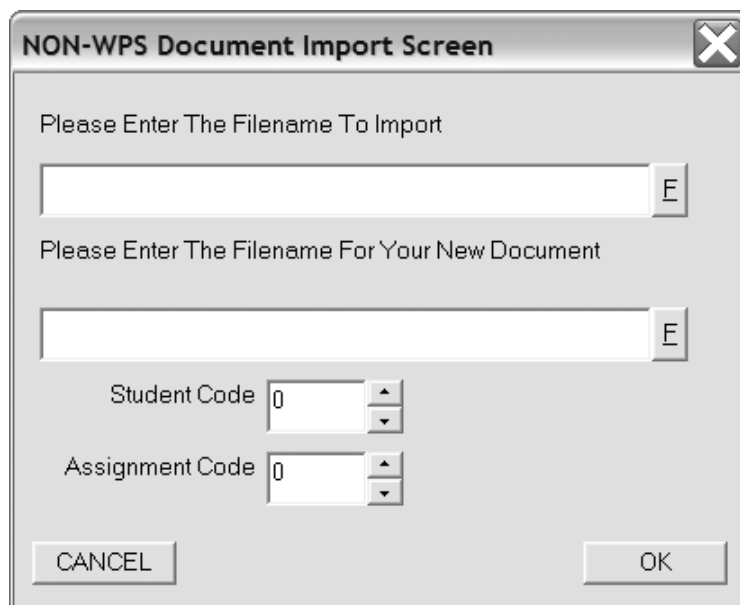
Selecting the **DeleteKey** option from the **Teacher** option in the **WPS** menu brings up the following window.



Enter the key name in the **FILENAME:** box or press the button to the right to select it from a list. Then, pressing **OK** removes the key from disk. Only Word Processing Supervisor keys may be deleted using this option.

## Importing Documents

Selecting the **ImportDoc** option from the **Teacher** option in the **WPS** menu brings up the following window.



The dialog box is titled "NON-WPS Document Import Screen" and has a close button (X) in the top right corner. It contains two text input fields, each with an "E" button to its right. The first field is labeled "Please Enter The Filename To Import" and the second is labeled "Please Enter The Filename For Your New Document". Below these fields are two spin boxes: "Student Code" and "Assignment Code", both with a value of "0". At the bottom are "CANCEL" and "OK" buttons.

Fill out this form as you would any other window in Word Processing Supervisor and press **OK** to convert the file in the **Please Enter the Filename to Import** box to a Word Processing Supervisor Document. This utility is particularly useful for rescuing backup files when the power goes out in the middle of creating or editing a document. NOTE: The word processing file must be saved as an RTF file before it can be imported!

## Using the Database Manager

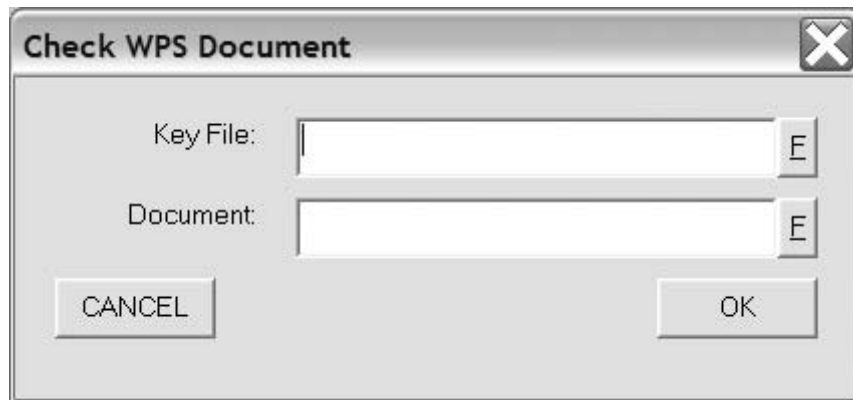
Selecting the **DbaseUtility** option from the **WPS** menu brings up the Word Processing Supervisor Database Manager described in **Chapter 8**.

## CHAPTER 7 -- ERRORCHECKER & KEY BUILDER

### ErrorChecker

#### Selecting Key Documents and Student Exercises

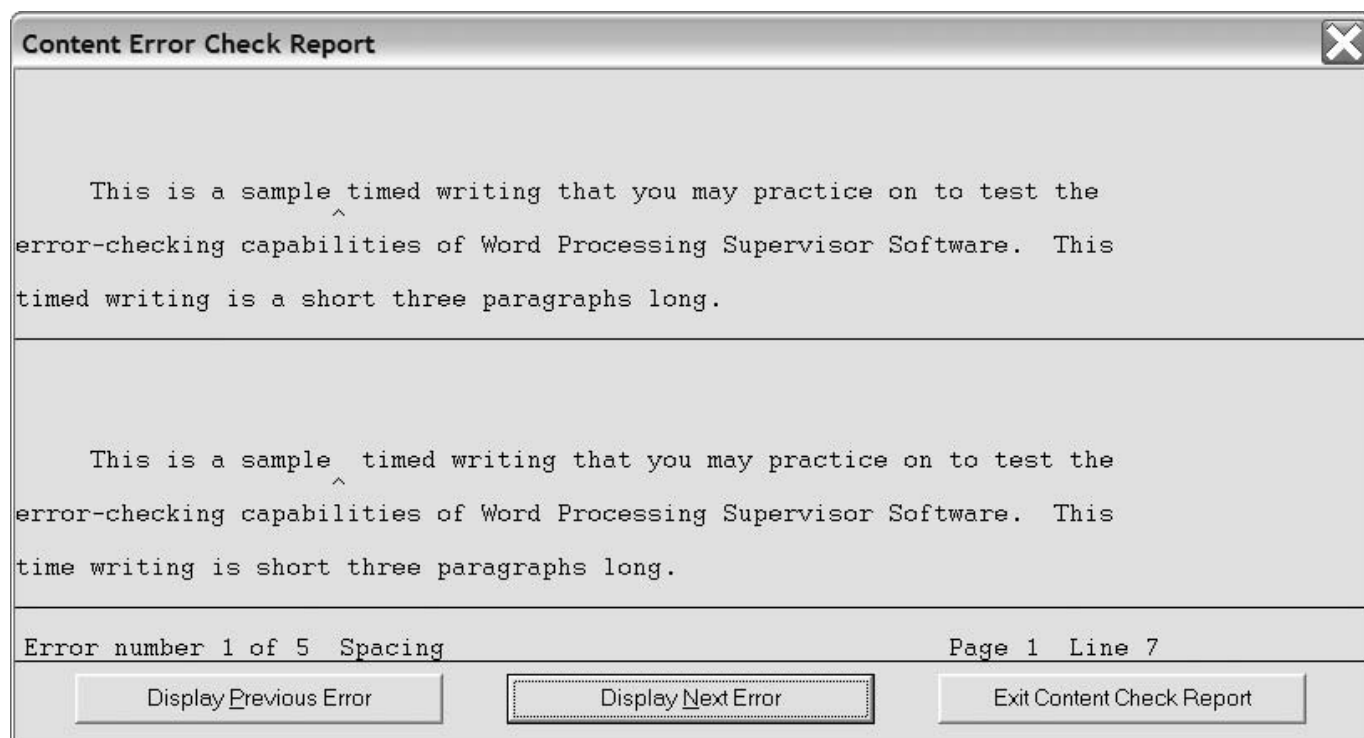
Selecting **CheckDoc** from the **WPS** menu brings up the following window.



To error-check a student's Word Processing Supervisor Document:

- 1- Enter the name of the error-free document, the "key" document, prepared by the class instructor in the **Key File** box or select it from a list by pressing the button to the right of the box.
- 2- Enter the name of the student Word Processing Supervisor Document in the **Document:** box or select it from a list by pressing the button to the right of the box.
- 3- Press **OK** to bring up the **Error Check Report** window

## Micro-ErrorChecker (continued)



### The Error Check Report Window

The top half of this window displays the key document used in the error-check. The bottom half shows the student document used. Under the student document section is a one-line section that displays what type of error occurred.

You can scroll through the errors using the **Display Previous Error** and **Display Next Error** buttons. Notice that a caret ("^") appears in both the key and student document sections indicating where the error occurred. In the example above, you can see that the first error for the sample timed writing is a Punctuation error. The comma following the word *timed* was not found in the error-free key.

To return to the word processor, click on the **Exit ErrorCheck Report** button. This will cause the ErrorCheck window to disappear and the results of the check to be saved to the student record if the **Record Data** option is set to **YES** in the setup.

If no errors are found in the student's document, the above window is replaced with a congratulatory message indicating that no errors were found.

## The Key Builder

### Steps Required to Build Key Documents

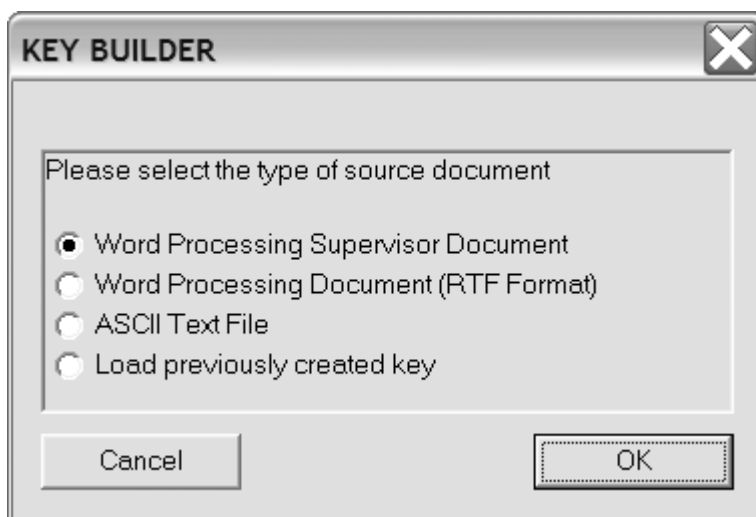
Only special documents called *key documents* can be used to error-check student exercises. The Key Builder Utility creates *key documents* by adding special codes to already existing documents (source documents). The Error Checker uses the codes it reads in *key documents* to determine how the teacher desires the student documents to be checked.

The following outlines the steps required to build *key documents*:

1. Obtain a source document either by having a student type it or by typing it yourself. See the section below, "Methods for Creating Source Documents."
2. Start the Key Builder Utility (**WPS -> KeyBuilder** (The teacher menu must be active.)
3. Select the *key type* and *record type*, load the source document, and enter any (optional) special Error Checking instructions from within the Key Builder Utility.
4. Save the newly created *key document*.
5. Exit the Key Builder Utility and ErrorCheck the source document. There should be no errors since the *key document* was made from this source document. If errors occur, reenter the Key Builder Utility, load the *key document*, and make corrections as needed.
6. Use the new *key document* to error-check a few test exercises that you type yourself. This will assure that the special Error Checking instructions you entered in the Key Builder Utility are working as you desire. You may use the Key Builder Utility to edit an existing *key document* until it works as desired.

The remainder of this chapter explains how to do steps 1-4. Steps 5 & 6 require that you know how to use the Error Checker (explained in the first section of this chapter.)

### Selecting the type of source document



Select the type of document that you wish to use in creating the key and click on OK. Keys may be created from Word Processing Supervisor Documents, Word Processing documents which have been saved as Rich Text Format (RTF) files, ASCII text files, and previously created keys may. (Please see the following information on creating each type of source document.)

## The Key Builder (continued)

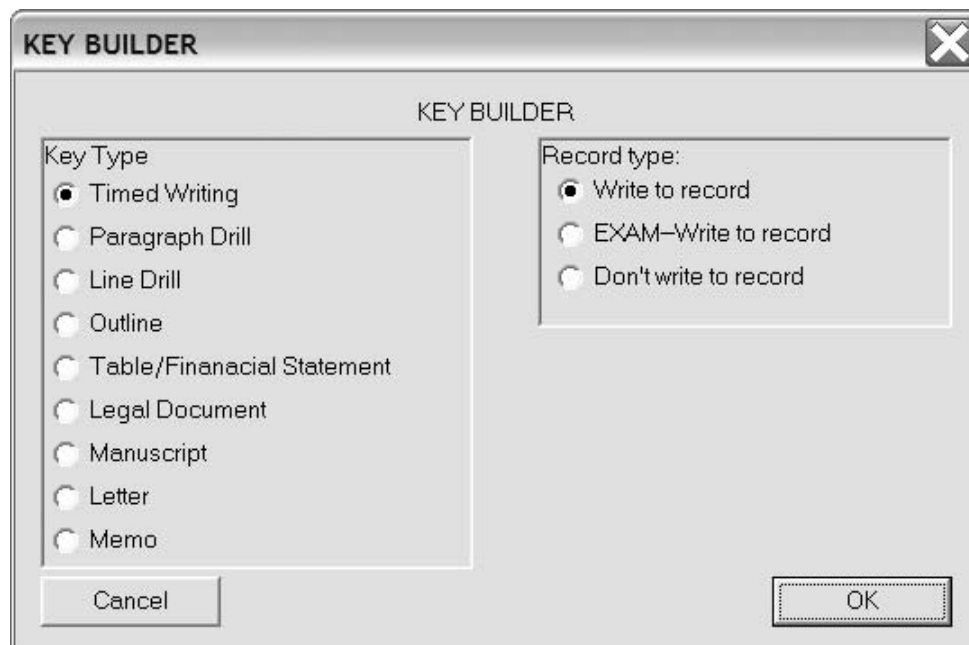
### Methods for Creating Source Documents

- WPS Documents:** Type a document using Word Processing Supervisor by selecting the **NewDoc** option from the **WPS** menu. After typing the document, select **EndDoc** from the **WPS** menu to save and close the document.
- Word Processing Docs:** Word Processing Documents saved as Rich Text Format (RTF) files can be used by the Key Builder. (Use the File->Save As option and change the file type to Rich Text Format before saving.) You should save the document in the **Documents Storage Path** specified in the **Setup** of the Word Processing Supervisor. (Documents created in word processors other than Word can also be saved as RTF files and then be used to create keys.)
- ASCII Text Files:** Standard ASCII text file with no embedded codes other than Carriage Returns and Line Feeds can be used by the Key Builder. ASCII files can be created using most word processors or an ASCII file editor such as Windows' **Notepad**. You must save the ASCII file in the **Documents Storage Path** specified in the **Setup** of Word Processing Supervisor.
- Previously Created Key** Keys created by this and earlier versions of Word Processing Supervisor may be reloaded for editing of text and other modifications. If keys created by earlier versions of Word Processing Supervisor are loaded, it will be necessary to add all formatting information to the key. Specifically, select the Edit Text option from the Special ErrorChecker Instructions dialog box, highlight all text in the document, and set the margins, offsets, font, font size, line spacing, etc. Also be sure to set the Document Format Variations on any keys from earlier versions of Word Processing Supervisor Software.



## The Key Builder (continued)

### Selecting Key Type and Record Type



Select the appropriate key type for this exercise and an appropriate record type. Click on OK.

### Selecting an Appropriate Key Type

When building a key, you will be required to specify what "type" of key you wish to build. A *key document's* type affects how it instructs the Error Checker to behave when using the *key document* to check a student exercise. It also affects how the results of the error-check will be saved in the student's record (see **Chapter 8**.) The following explains the various *key document* types:

#### DRILLS

**Timed Writings:** Timed Writings consist of one or more paragraphs that must be typed in sequence beginning with the first paragraph. If the timed writing consists of more than one paragraph, the paragraphs cannot be typed out of sequence. However, if the entire timed writing has been completely typed, the student may return to the first paragraph and repeat the timed writing. (The key should contain only one copy of the material in the timed writing even though the students may type the material more than once.)

**Paragraph Drills:** Paragraph Drills consist of one or more paragraphs that may be typed independently of each other. If the paragraph drill contains more than one paragraph, the students may type the paragraphs any number of times and in any order. (This is different from a Timed Writing where the paragraphs must be typed in the same sequence as they appear in the key. The key should contain only one copy of each paragraph.)

## The Key Builder (continued)

**Line Drill:** Line Drills consist of several drill lines. Each drill line must be a single line of text. Drill lines are error checked one line at a time, and the student may type the lines any number of times and in any order. (The key should contain only one copy of each line in the line drill even though the students may type the lines multiple times.)

## PRODUCTION EXERCISES

**Outline:** The horizontal spacing in the student document must match the horizontal spacing in the key exactly, unless the document has been marked by the teacher for "MULTIPLE SPACING" checking. Lines in the outline will be checked one line at a time with words placed on different lines marked as errors. If you wish the students to be able to place words on a different line than the one in the key, you may select the *Manuscript* Key Type.

**Table/Financial:** The horizontal spacing in the student document must match the horizontal spacing in the key exactly, unless the document has been marked by the teacher for "MULTIPLE SPACING" checking.

**Legal Document:** May contain headers, footers, tables, etc. Headers, footers and other material placed in the document by the word processing software will not be checked. Endnotes should be used rather than footnotes, and should be typed manually.

**Manuscript:** May contain headers, footers, tables, etc. Headers, footers, and other material placed in the document by the word processing software will not be checked. Endnotes should be used rather than footnotes, and should be typed manually. (When in doubt about what key type to use, you may use the **Manuscript** key type.)

**Letter:** May contain headers, footers, tables, etc. Headers, footers, and other material placed in the document by the word processing software will not be checked. Endnotes should be used rather than footnotes, and should be typed manually.

**Memo:** May contain headers, footers, tables, etc. Headers, footers and other material placed in the document by the word processing software will not be checked. Endnotes should be used rather than footnotes, and should be typed manually.

## The Key Builder (continued)

### Selecting An Appropriate Record Type

In addition to selecting the type of key to build, you must select the *Record Type* of the *key document* you will build. The *Record Type* specifies whether to instruct the Error Checker to save the results of the error-check in the student record and whether to consider the document that is being checked as belonging to an Exam. The following are valid *Record Types*:

- Write to record:** The Error Checker will save the results of the error-check in the standard areas of the student's record (timed writings, paragraph drill, line drill, or production.)
- EXAM - Write to record:** The Error Checker will save the results of the error-check in the Exam portion of the student's record. You can use the Word Processing Supervisor Database Manager to obtain statistics relative to all Exam scores checked on the same date. See **Chapter 8**, section titled, "Exam Summaries."
- Don't write to record:** The Error Checker will NOT save the results of the error-check in the student's record.

## The Key Builder (continued)

### Special Error Checker Instructions

**SPECIAL ERRORCHECKER INSTRUCTIONS**

Please select the operation and click OK.

- ☒ Save key
- ☐ Exit current key
- ☐ Edit text
- ☐ Mark variable text
- ☐ Mark text for MULTIPLE SPACING check
- ☐ Mark text for LINE BY LINE check

This option will save both the WPS ErrorChecker Key and also a Key Master file that may be reloaded for editing if changes are needed later.

Cancel      Set Key/Record Type      OK

**Set Document Format Variations:**

- Left Margin: Exact
- Right Margin: Exact
- Top Margin: Exact
- Bottom Margin: Exact
- Left Offset: Exact
- Right Offset: Exact
- Indentation: Exact
- Horiz Align: Exact
- Vert Align: Exact
- Font: Exact
- Points: Exact
- Tab Count: Exact
- Line Spacing: Exact
- Hard Returns: Exact

☐ Check for Widow/Orphan Control...

When you have successfully loaded a document into the Key Builder and specified its *Key Type* and *Record Type*, you will be presented with the Special ErrorChecker Instructions dialog box. This allows you to customize the checking of the documents to your personal preferences.

Each option is described below:

**Save Key:** This option saves the current document as a *Key Document*. It also saves a Key Master file that contains the variations that you are allowing in the checking of the document. Both files are saved in the keys directory as specified in the Word Processing Supervisor Setup.

**Exit Current Key:** This option allows you to return to Word or to build another key. The current *key document* will be removed from memory. Make sure to save the *key document* before selecting this option.

**Edit Text:** Use this option to make corrections to the text of the document. New with this version is that the editing of the key occurs in Word.

## The Key Builder (continued)

### Special Error Checker Instructions (continued)

**Mark Variable Text:** Use this option to designate text that may change from student to student but that should not be marked as incorrect. Such variable items include dates, reference initials, years, and personal names. (See "How to Mark and Designate Variable Text" later in this chapter.)

**Mark Text for MULTIPLE SPACING Check:** Use this option to designate text that may have a variable number of spaces between words such as tables where students are allowed to choose their own intercolumn spacing. (See "Marking text for MULTIPLE SPACING check" later in this chapter.)

**Mark Text for LINE BY LINE Check:** Use this option to designate text that should be checked line-by-line such as the dateline, address, and salutation of a letter. (See "Marking text for LINE BY LINE check" later in this chapter.)

### How to Mark and Designate Variable Text:

Marking of variable text is done using MACROS that have been added to Word at the time the Keybuilder was activated. **After marking variable text you return to the keybuilder by selecting WPS->KeyBuilder.**

To mark text as variable:  
From the Special ErrorChecker Instructions dialog:  
Click on Mark Variable Text  
Click on OK

For each of sections of text that you wish to mark:  
Place the mouse pointer at the beginning of the text you wish to mark, and click and drag to the end of the text you wish to mark then release the mouse.  
Be careful not to mark hard returns, leading spaces, trailing spaces, etc.  
Activate the appropriate macro listed below. (Macros can be activated by either using the appropriate speed key, or by selecting **Tools->Macro->Macros** and selecting and running the desired macro.)

### Available Types of Variable Text:

**[date]**                      **SpeedKey: Alt-e**                      **Macro: WPSDate**  
A full legal date must appear here  
Example:      Original Text: "... on March 25, 1999 you will..."  
                 Marked Text: "... on [date] you will ..."

**[shortdate]**                      **SpeedKey: Alt-s**                      **Macro: WPSShortDate**  
A date without a year must appear here (i.e. March 31 or 31 March)  
Example:      Original Text: "... on March 25 you will ..."  
                 Marked Text: "... on [shortdate] you will ..."



## The Key Builder (continued)

### Marking text for MULTIPLE SPACING Check:

Use this option to designate text that may have a variable number of spaces between words. (Such as a table or financial statement which was created without the use of Word's table feature.) Multiple areas in a single document may be marked for a multiple spacing check; however, you should always mark the largest contiguous block of text and not mark adjacent areas separately. Place the mouse pointer at the left margin of the first line to be marked and click and drag to the last character of the last line to be marked. Once the text has been marked run the macro WPSMultipleSpacing. (Select **Tools->Macro->Macros** and select and run **WPSMultipleSpacing**)

Example:

...and the following table illustrates this point:

Cash	\$25,000.00
Equipment	\$22,500.00

We hope this will assist you in your decision

### Marking text for LINE BY LINE Check:

Use this option to designate text that should be checked line-by-line. Examples that should be checked line-by-line are: The dateline, inside address, salutation, closing, closing notations, and reference initials of a letter; and headings and subheadings of manuscripts and legal documents. Multiple areas in a single document may be marked for a line-by-line check; however, you should always mark the largest contiguous block of text and not mark adjacent areas separately. Place the mouse pointer at the left margin of the first line to be marked and click and drag to the last character of the last line to be marked. Once the text has been marked run the macro WPSLineByLine. (Select **Tools->Macro->Macros** and select and run **WPSLineByLine**)

Example:

May 27, 1999

Ms. Julia A. Jones  
3578 Southern Avenue  
Salt Lake City, UT 84109

Dear Ms. Jones

We were happy to learn that you will arrive on June 15 as scheduled...

## **The Key Builder (continued)**

### **Special Error Checker Instructions (continued)**

#### **Set Document Format Variations**

Word Processing Supervisor allows the instructor to designate how precisely the format of the document will be checked. Each item of format that is checked can be marked to be checked for an exact match with the key, or not checked at all. Most format items can also be checked within a designated range of variation.

For each format item, select the appropriate precision by selecting the desired value from the corresponding drop-down box. When a variance is allowed the student's document may vary from the key in either direction from that value. For example: If the key is prepared with a 1" left margin, and a tolerance for left margin is set at .2", then a student's document with a left margin anywhere between .8" and 1.2" will be considered correct.

<b>Format Items Checked:</b>	<b>Variation Allowed</b>	<b>How Word Sets This Parameter</b>
Left Margin	Exact, No Check, Up to 2"	File->Page Setup (Margins)
Right Margin	Exact, No Check, Up to 2"	File->Page Setup (Margins)
Top Margin	Exact, No Check, Up to 2"	File->Page Setup (Margins)
Bottom Margin	Exact, No Check, Up to 2"	File->Page Setup (Margins)
Left Offset	Exact, No Check, Up to 2"	L indicator on Ruler Bar (lower)
Right Offset	Exact, No Check, Up to 2"	R indicator on Ruler Bar
Indention	Exact, No Check, Up to 2"	L indicator on Ruler Bar (upper)
Horiz Align	Exact, No Check	Format->Paragraph (Indent/space)
Vert Align	Exact, No Check	File->Page Setup (Layout)
Font	Exact, No Check	Format->Font
Points	Exact, No Check, Up to 20 pts	Format->Font
Tab Count	Exact, No Check, Up to 20 tabs	Pressing the Tab Key
Line Spacing	Exact, No Check, Up to 6 lines	Format->Paragraph (Indent/space)
Hard Returns	Exact, No Check, Up to 6 lines	Pressing the Enter key
Widow/Orphan	Exact, No Check	Format->Paragraph (Line & Page)



## The Key Builder (continued)

### Sample Keys

Your Word Processing Supervisor package came with four sample *key documents* to help you gain experience with the software. We recommend that you experiment with these four *key documents* to familiarize yourself with Word Processing Supervisor. For an example of how to experiment with one of these sample *key documents*, please read **Chapter 4 - FIRST TIME WALK THROUGH THE SOFTWARE**.

The file names of the four sample keys are as follows:

1. TW1 - a timed writing *key document*.
2. PARDR1 - a paragraph drill *key document*
3. LINEDR1 - a line drill *key document*
4. LETTER1 - a production *key document*

The content of the four sample keys follows:

#### **TIMED WRITING (TW1)**

Directions: Type a 1' and 3' timing.

This is a sample timed writing that you may practice on to test the error-checking capabilities of Word Processing Supervisor Software. This timed writing is a short three paragraphs long.

As you test the error-checking of this timed writing you may want to deliberately make several errors to ensure that the error checker will catch the errors properly.

Remember, a timed writing must be typed in sequence beginning with the first line of the first paragraph. If you finish the timed writing before the time period is complete, repeat the material starting with the first paragraph.

#### **PARAGRAPH DRILL (PARDR1):**

Directions: Type each paragraph for 1'; type both paragraphs for 2'.

Remember, a paragraph drill may contain one or more paragraphs. Each paragraph may be typed independent of the other paragraphs in the drill.

If you desire to type this second paragraph as a three-minute timing you may do so. You may also type the paragraphs in any sequence you desire.

## The Key Builder (continued)

### Sample Keys (continued)

#### LINE DRILL (LINEDR1):

Directions: 1. Type each line twice; DS between lines.  
2. Type lines 1 and 3 twice; DS; type lines 2 and 4 once.

The typing screen will display a document currently in memory.

The drill line must be a single line that ends in punctuation.

Drill lines are error checked a line at a time from the start.

A paragraph drill may consist of one or more short paragraphs.

#### LETTER (LETTER1):

Directions: Type the following letter as a modified block letter with paragraphs indented; use mixed punctuation. Use 1" top and bottom margins, 1.25" left and right margins, Times New Roman Font 12 point, standard tab settings with no vertical or horizontal centering. Use 10 hard returns before typing the dateline.

[use current date] | Ms. Jane R. Sullivan | 3945 East Thunder Ridge Court | Cedar Falls, IA 50613 | Dear Ms. Sullivan: |

Thank you for your recent inquiry about our new product line. We are sending you our most recent catalog published [use the last day of the previous month -- for example May 31, 1999].

If you place an order by December 31, [use current year], you will receive a 20 percent discount in addition to the free promotional gift mentioned in the catalog.

To rush your order, call our toll-free number **1-800-555-3345**. Operators are standing by 24 hours a day to take your order.

Sincerely, | [Use your name here] | Vice President of Marketing | [reference initials]

## CHAPTER 8 -- Student Record Keeping

### General Overview:

Your Word Processing Supervisor package comes with a built-in database to track the progress of classes of students. This data base consists of three types of files: **class roll files**, **student data files**, and **backup files**. These files are created through the Word Processing Supervisor Setup. Using the database manager, you can manipulate the information stored in these three types of files.

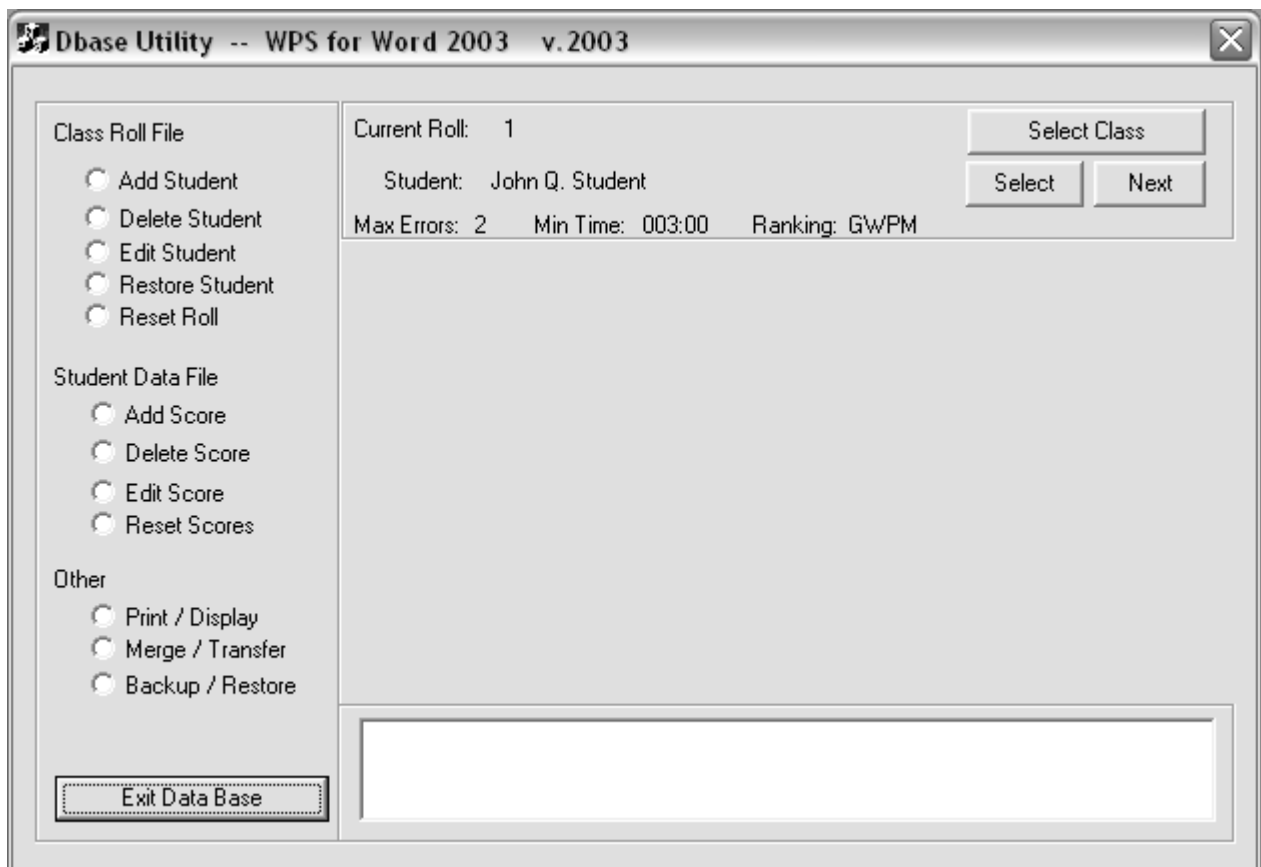
Here is an explanation of what is stored in each of the three file types:

- Class Roll Files:** Class Roll Files are used to store lists of student names currently enrolled in, deleted from, and transferred from a particular class. These files, found in the records path, are named classrec.<ext>. "<ext>" is a three digit representation of the class code. For example, the class roll file for class 1 is named classrec.001.
- Student Data Files:** Student Data Files record the results (words/minute, total words etc.) of a particular student's Timed Writings, Line Drills, Paragraph Drills, Productions, and Exams. Score results are added to student data files when a student error-checks his/her document. The name of a particular student's data file is determined by combining the first four letters of his/her last name, the first three letters of his/her first name, and one more letter determined by the software. The three digit file extension is again determined by the class code. For example, the student data file for Royce S. Shelley enrolled in class 1 would be named "shelroyv.001". These files are kept in the records path.
- Backup Files:** Backup files are copies of Class Roll and Student Data files. They can be used to restore information should it ever become lost. They use the same name as the files they back up except that they use a different file extension. This different file extension is determined by replacing the numeric digits of the original file extension with corresponding letters. For example, the backup file for "classrec.001" would be named "classrec.aab". The backup for "shelroyv.020" would be named "shelroyv.aca".

The Word Processing Supervisor Database Manager and Word Processing Supervisor Student Records Menu System described in this chapter manipulate the information stored in the above files.

## The Word Processing Supervisor Database Manager

You can manipulate any of the information in the class roll and student data files using the database manager utility. This remainder of this chapter explains the basics of the operation of the database utility.



### The Four Main Views:

The database manager is split into four views. An explanation of each view is described below:

The Main View (Upper right section of the window)

The purpose of this view is to inform you as to the current class roll and current student being worked on. The maximum errors, minimum time, and score ranking standards of the current class are also displayed here. Pressing the **Select Class** button in this view will change what appears in the **Function Input View** allowing you to select different class on which to work. Likewise, pressing the **Select** button changes what appears in the **Function Input View** allowing you to select a different current student on which to work. Alternatively, you can change the current student by pressing the **Next** button which sets the current student to the next student enrolled in the current class alphabetically.

## The Four Main Views of the Data Base Manager (continued):

### The Function Select View (Left section of the window)

The purpose of this view is to select the kind of operation you wish to perform on the database files. These kinds of operations are divided into three categories: operations on the class roll file, operations on the student data file, and other operations. By clicking on the button to the left of each function name (with your mouse), you change what appears in the **Function Input View**. Then, filling out the information requested in the **Function Input View**, you complete the operation and save any modifications to the database files.

### The Function Input View (Center right section of the window)

The purpose of this view is to collect the information necessary to carry out any given operation. For example, if you selected **Add Student** from the **Function Selection View**, the **Function Input View** would show a form that would allow you to input the new student name. It would also provide a button that you would press to save the name you entered to the current class roll file. Using the **Function Selection View** in conjunction with the **Function Input View** allows you to completely manipulate the database files. (Remember to Exit the specific form you are working on in the Function Input View before selecting a new form from the Function Select View.)

### The Message View (Lower right section of the window)

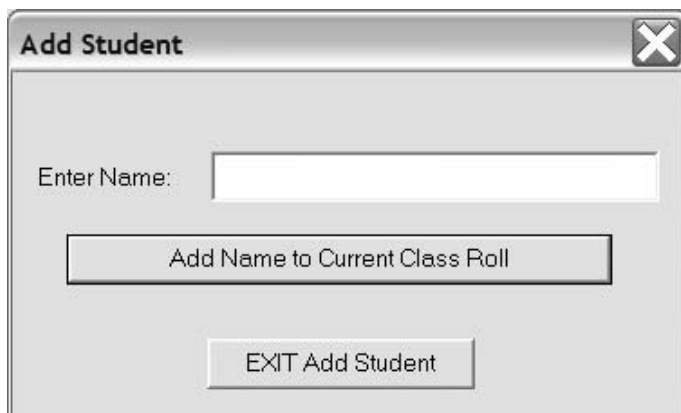
The purpose of this view is to communicate any information to you concerning the operations you perform. For example, after successfully adding a student to the current class roll, the message view displays a message confirming the success of the addition. Had an error occurred when adding the student to the class roll file, you would have been appropriately informed through the message view.

Now that you are familiar with the layout and purpose of the above views, you can teach yourself to use the database manager. Try clicking on some of the bullets and pressing some of the buttons. Ten to fifteen minutes of experimentation will be worth the entire rest of this chapter.

The rest of this chapter describes how to use the fourteen different forms that appear in the **Function Input View**.

## The Fourteen Forms of the Function Input View:

**Adding a Student:** Clicking on the **Add Student** button in the **Function Selection View** causes the following form to appear in the **Function Input View**:

A dialog box titled "Add Student" with a close button (X) in the top right corner. It contains a text input field preceded by the label "Enter Name:". Below the input field is a button labeled "Add Name to Current Class Roll". At the bottom of the dialog is a button labeled "EXIT Add Student".

Add Student

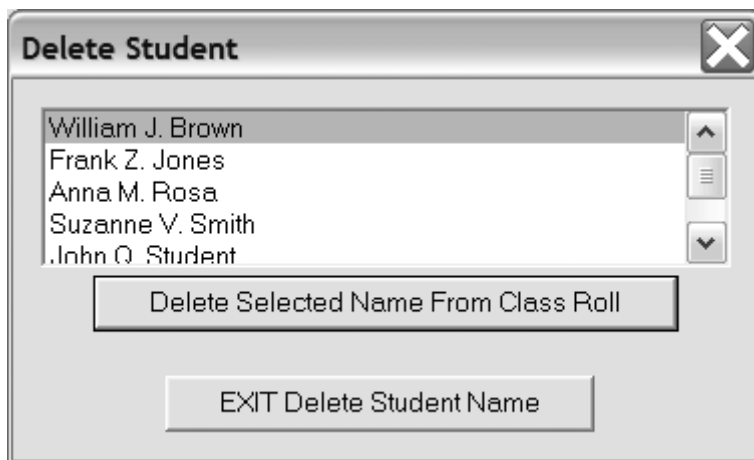
Enter Name:

Add Name to Current Class Roll

EXIT Add Student

If you click inside the box to the right of the **Enter Name:** prompt, you can enter in a new student name. Clicking **Add Name to Current Class Roll** (or pressing Enter) then saves this name in the current class roll file. The current class roll is displayed in the **Main View**. After adding a student, be sure to read the message that will appear in the **Message View**.

**Deleting a Student:** Clicking on the **Delete Student** button in the **Function Selection View** causes the following form to appear in the **Function Input View**:

A dialog box titled "Delete Student" with a close button (X) in the top right corner. It contains a list box with the following names: William J. Brown, Frank Z. Jones, Anna M. Rosa, Suzanne V. Smith, and John Q. Student. To the right of the list box are three small buttons: an up arrow, a list icon, and a down arrow. Below the list box is a button labeled "Delete Selected Name From Class Roll". At the bottom of the dialog is a button labeled "EXIT Delete Student Name".

Delete Student

William J. Brown  
Frank Z. Jones  
Anna M. Rosa  
Suzanne V. Smith  
John Q. Student

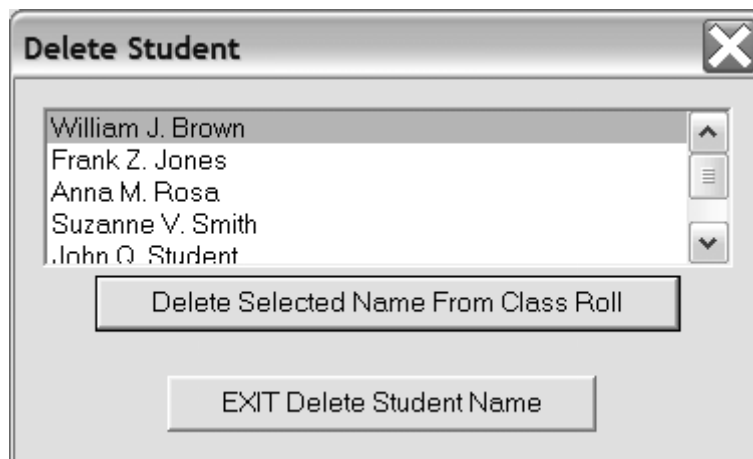
Delete Selected Name From Class Roll

EXIT Delete Student Name

All currently enrolled students will appear listed in the **Select Name** box. To delete a student, simply scroll through this box until the name you want to delete appears and click on the name with the mouse. You will know that you selected the name because it will appear highlighted in blue. At this point, press the **Delete Selected Name from Class Roll** button. Again, make sure you monitor the **Message View** to confirm your action.

If you now click on the **Print/Display** bullet in the **Function Select View**, and then click on the **Display Class Roll** button in the **Function Input View**, and then press the **Deleted** button in the Roll Display Window, you will see your deleted student listed.

**Editing a Student Name:** Clicking on the **Edit Student** button in the **Function Selection View** causes the following form to appear in the **Function Input View**:

A dialog box titled "Delete Student" with a close button (X) in the top right corner. It contains a list box with five student names: William J. Brown, Frank Z. Jones, Anna M. Rosa, Suzanne V. Smith, and John Q. Student. The first name, William J. Brown, is highlighted in blue. To the right of the list box are three small buttons: an up arrow, a menu icon, and a down arrow. Below the list box is a button labeled "Delete Selected Name From Class Roll". At the bottom of the dialog box is a button labeled "EXIT Delete Student Name".

Student Name
William J. Brown
Frank Z. Jones
Anna M. Rosa
Suzanne V. Smith
John Q. Student

Delete Selected Name From Class Roll

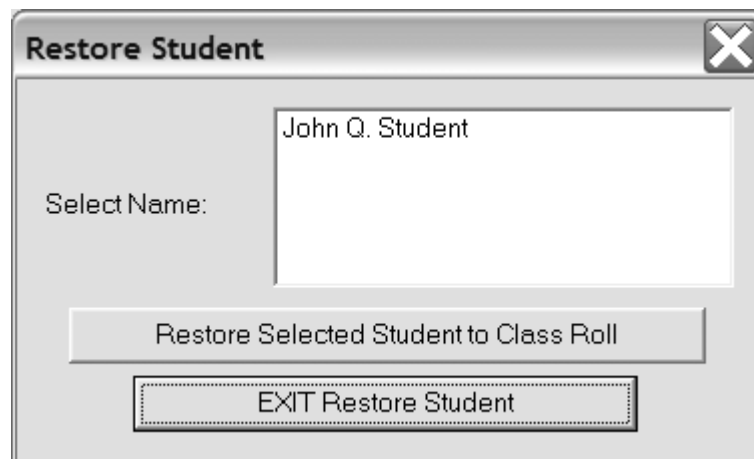
EXIT Delete Student Name

All currently enrolled students will appear listed in the **Select Student to Edit:** box. To select a student name to edit, scroll through this box until the name you want to edit appears and click on the name with the mouse. You will know that you selected the name because it will appear highlighted in blue.

Next, click on the box to the right of the **Enter New Name** prompt box. This will allow you to enter the new spelling for the selected student.

When these two steps are completed, press the **Change Selected Name to New Name** button to make the new spelling take effect in the class roll file. Again, make sure you monitor the **Message View** to confirm your action.

**Restoring a Student:** Clicking on the **Restore Student** button in the **Function Selection View** causes the following form to appear in the **Function Input View**:



The image shows a window titled "Restore Student" with a close button in the top right corner. Inside the window, on the left, is the text "Select Name:". To the right of this text is a rectangular list box containing the name "John Q. Student". Below the list box, there are two buttons. The first button is labeled "Restore Selected Student to Class Roll". The second button, located below the first, is labeled "EXIT Restore Student" and has a dashed border.

All currently deleted students will appear listed in the **Select Name** box. To select a student name to restore, scroll through this box until the name you want to restore appears and click on the name with the mouse. You will know that you selected the name because it will appear highlighted in blue.

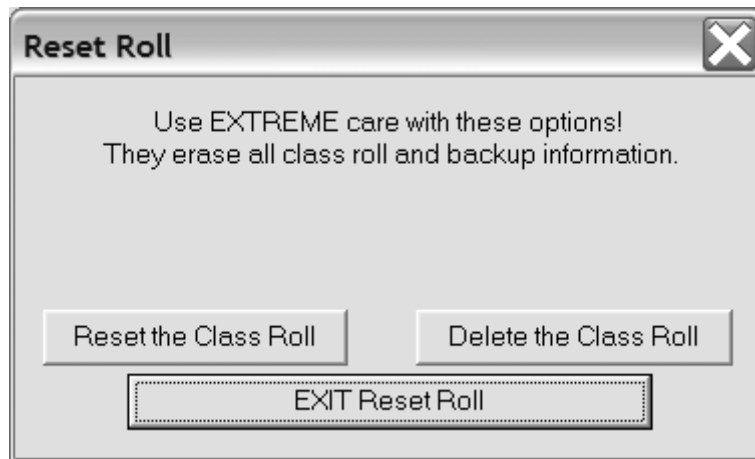
To restore this name, press the **Restore Selected Student to Class Roll** button. Again, make sure you monitor the **Message View** to confirm your action.

If you now display the class roll (see "Displaying the Class Roll File") you will see that the student you restored has been moved to the enrolled list.

\*NOTE: Restoring a student is different from restoring his/her data file. "Restoring a student" re-enrolls him/her in a class roll file from which he/she has presumably been deleted. "Restoring a student data file" replaces the information in a student data file with the information contained in that data file's backup file. For information on "Restoring a student data file", see "Backup options" in this chapter.



**Resetting and/or Deleting the Class Roll File:** Clicking on the **Reset Roll** button in the **Function Selection View** causes the following form to appear in the **Function Input View**:



As the dialog warns, these options, although very useful, are potentially dangerous. You should only use them to clean up your disk(s) when a term ends. They erase all the information in the class roll, student data, and backup files. Pressing **Reset the Class Roll** deletes all student data and backup files and sets the class roll file to empty. Pressing **Delete the Class Roll** deletes all student data files and backup files and deletes the current class roll file as well. Only the Word Processing Supervisor Setup program can create a new class roll file.

You should use **Reset the Class Roll** at the end of a term if you want to "start fresh" at the beginning of the next term. Using this option requires you to re-enter all student names into the class roll file (using the **Add Student** button). This is what you want if enrollment changes from one term to another. If, however, you want to reset all the student data files in the current roll file without removing all names from the current roll file, use the **Reset Scores** button in the **Function Selection View**.

You should use **Delete the Class Roll** if you wish to completely remove the specified class and not use the class again.

**Adding a Score to a Student Data File:** Clicking on the **Add Score** button in the **Function Selection View** causes the following form to appear in the **Function Input View**:

The 'Add Score' dialog box contains the following fields and controls:

- Exercise Name:** Text input field.
- Saved As:** Text input field.
- Words:** Numeric input field (value: 300).
- Errors:** Numeric input field (value: 0).
- Date:** Date input field (value: 01/01/99).
- Checks:** Numeric input field (value: 1).
- Edits:** Numeric input field (value: 0).
- Time:** Time input field (value: 12:00 pm).
- GWM:** Numeric input field (value: 60).
- NWM:** Numeric input field (value: 60).
- Elapsed:** Time input field (value: 5:00).
- CWM:** Numeric input field (value: 60).
- Correction:** Text input field (value: ON).
- Exercise Type:** Dropdown menu.
- Change Type:** Button.
- Add Score:** Button.
- EXIT Add Score:** Button.
- Score is:** Text field showing 'Timed Writing'.

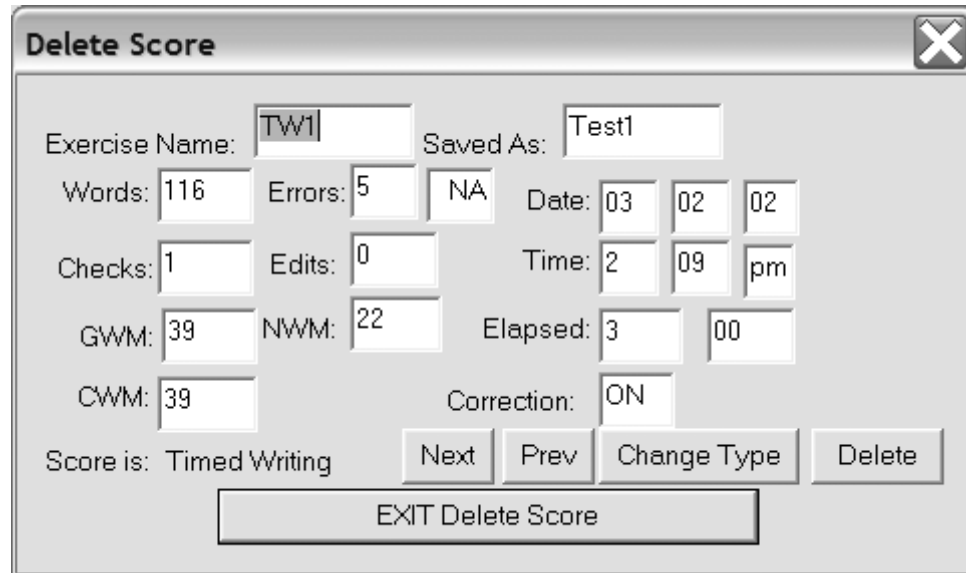
The **Exercise Name**, **Saved As**, **Words**, **Errors**, **Checks**, **Edits**, **GWM**, **NWM**, and **CWM** fields can be edited by clicking the mouse in the box to their immediate right and typing in the values to which they should be set. All other fields are edited by pressing the corresponding increment and decrement buttons. Select the score type of the score you will add by pressing the **Change Type** button until the desired score type is displayed to the right of the **Score is:** prompt.

When you have the desired values entered for all fields, press the **Add Score** button. This will add the score that currently appears to the current student's data file (the current student is displayed in the **Main View**).

The following table describes the meaning of each field:

Exercise Name:	The exercise name (the name of <i>key document</i> used by the Error Checker).
Saved As:	The document name (as saved on disk).
Words:	The total number of words.
Errors:	The total number of errors.
Date:	The error-check date.
Checks:	The number of times the exercise was error-checked.
Edits:	The number of times the exercise was edited.
Time:	The time of day the exercise was error-checked. (For exams, the time of day the exercise was originally saved.)
GWM:	The Gross Words per Minute rate.
NWM:	The Net Words per Minute rate.
CWM:	The Cut-off Words per Minute rate.
Elapsed Time:	The total elapsed time taken for the exercise.
Correction:	Whether the correction feature was ON or OFF.
Exercise Type:	The type of exercise (only valid for exams/productions).

**Deleting a Score from a Student Data File:** Clicking on the **Delete Score** button in the **Function Selection View** causes the following form to appear in the **Function Input View**:



The image shows a 'Delete Score' dialog box with a close button (X) in the top right corner. The dialog contains several input fields and buttons. The fields are arranged in a grid-like fashion. The 'Exercise Name' field contains 'TW1' and the 'Saved As' field contains 'Test1'. Below these, there are fields for 'Words' (116), 'Errors' (5), 'NA' (a dropdown menu), 'Date' (03/02/02), 'Checks' (1), 'Edits' (0), 'Time' (2:09 pm), 'GWM' (39), 'NWM' (22), 'Elapsed' (3:00), 'CWM' (39), and 'Correction' (ON). At the bottom, there is a row of buttons: 'Next', 'Prev', 'Change Type', and 'Delete'. Below these buttons is a large 'EXIT Delete Score' button. The 'Score is:' label is positioned to the left of the 'Next' button.

Exercise Name:	TW1	Saved As:	Test1					
Words:	116	Errors:	5	NA	Date:	03	02	02
Checks:	1	Edits:	0	Time:	2	09	pm	
GWM:	39	NWM:	22	Elapsed:	3	00		
CWM:	39	Correction:	ON					
Score is:	Timed Writing	Next	Prev	Change Type	Delete			
EXIT Delete Score								

Use the **Change Type** button to select the score type of the score you wish to delete. Then press the **Next Button** (next score in record) or the **Prev Button** (previous score in record) until the score you wish to delete appears in the fields of this form.

When you have selected the score to delete, press **Delete** to remove it from the current student data file.

**\*NOTE:** Editing any of the fields in this form has no effect. Use **Edit Score** if you wish to change a score rather than delete it. You must select the score you wish to delete by using the **Change Score Type Button**, **Previous**, and the **Next** buttons.

**Editing a Score in a Student Data File:** Clicking on the **Edit Score** button in the **Function Selection View** causes the following form to appear in the **Function Input View**:

The 'Edit Score' dialog box contains the following fields and controls:

- Exercise Name:** TW1
- Saved As:** Test1
- Words:** 116
- Errors:** 5
- NA:** NA
- Date:** 03/02/02
- Checks:** 1
- Edits:** 0
- Time:** 2:09 pm
- GWM:** 39
- NWM:** 22
- Elapsed:** 3:00
- CWM:** 39
- Correction:** ON
- Exercise Type:** (dropdown menu)
- Buttons:** Next, Prev, Change Type, Save, EXIT Edit Score
- Score is:** Timed Writing

Use the **Change Type** button to select the score type of the score you wish to edit. Then press the **Next Button** (next score in record) or the **Prev Button** (previous score in record) until the score you wish to edit appears in the fields of this form.

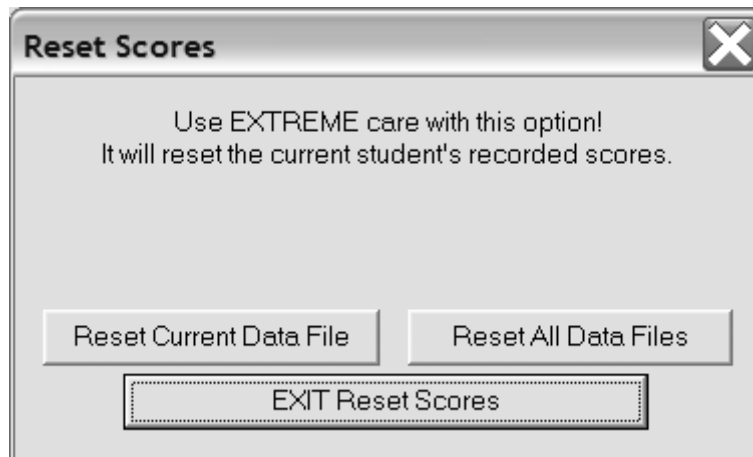
Once you have the score you wish to edit displayed in the fields of this form, use the mouse and keyboard to edit any of the various fields to the new values you desire. Then press the **Save** button to commit the changes to the student data file.

Monitor the **Message View** to confirm the success of your action.

The following table describes the meaning of each field:

Exercise Name:	The exercise name (the name of <i>key document</i> used by the Error Checker).
Saved As:	The document name (as saved on disk).
Words:	The total number of words.
Errors:	The total number of errors.
Date:	The error-check date.
Checks:	The number of times the exercise was error-checked.
Edits:	The number of times the exercise was edited.
Time:	The time of day the exercise was error-checked. (For exams, the time of day the exercise was originally saved.)
GWM:	The Gross Words per Minute rate.
NWM:	The Net Words per Minute rate.
CWM:	The Cut-off Words per Minute rate.
Elapsed Time:	The total elapsed time taken for the exercise.
Correction	Whether the correction feature was ON or OFF.
Exercise Type:	The type of exercise (only valid for exams/productions).

**Resetting Student Data Files:** Clicking on the **Reset Scores** button in the **Function Selection View** causes the following form to appear in the **Function Input View**:

A dialog box titled "Reset Scores" with a close button (X) in the top right corner. The text inside reads: "Use EXTREME care with this option! It will reset the current student's recorded scores." Below the text are two buttons: "Reset Current Data File" and "Reset All Data Files". At the bottom is a button labeled "EXIT Reset Scores".

Reset Scores

Use EXTREME care with this option!  
It will reset the current student's recorded scores.

Reset Current Data File      Reset All Data Files

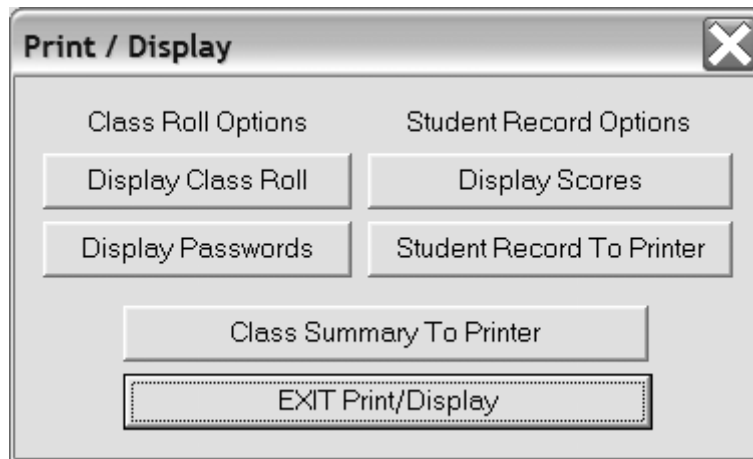
EXIT Reset Scores

Although these options are very useful, they are potentially dangerous. They erase all the information saved in student data files. This is useful when you start a new term with the same class and wish to start recording scores from scratch. It is also useful to give a student with a corrupted data file a new data file from which to work.

Press **Reset Current Data File** to reset the current student's data file leaving him/her with no recorded scores. Press **Reset All Data Files** to reset the data file of every student enrolled in the current class roll file.

**\*NOTE:** It is strongly recommended that you backup the class (see backup options) before using these options. This will allow you to reverse the effects of using these options if you choose to later.

**Print / Display Options:** Clicking on the **Print / Display** button in the **Function Selection View** causes the following form to appear in the **Function Input View**:

A screenshot of a software dialog box titled "Print / Display" with a close button (X) in the top right corner. The dialog box contains two columns of options. The left column is headed "Class Roll Options" and contains two buttons: "Display Class Roll" and "Display Passwords". The right column is headed "Student Record Options" and contains two buttons: "Display Scores" and "Student Record To Printer". Below these columns is a single button labeled "Class Summary To Printer". At the bottom of the dialog box is a button labeled "EXIT Print/Display" which has a dashed border.

Press **Display Class Roll** to bring up the Roll Display Window (see Roll Display Window).

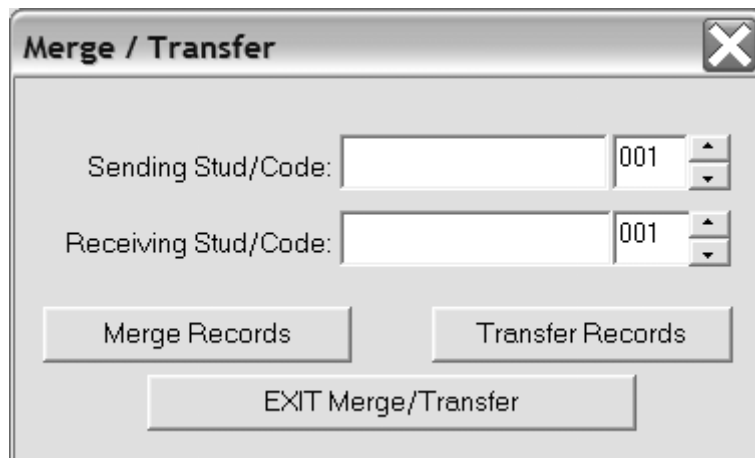
Pressing **Display Passwords** also brings up the Roll Display Window. The students will have their passwords displayed along with their names.

Press **Display Scores** to bring up the Student Score Display Window (see Student Score Display Window).

Press **Student Record to Printer** to send a report of the all the current student's recorded scores to the default printer. Make sure the printer is available, connected, and ready.

Press **Class Summary to Printer** to send a report to the default printer containing the following: 1- a printout of the class roll file, 2- a print out of the student record for each enrolled student in the current class roll.

**Merge / Transfer Options:** Clicking on the **Merge / Transfer** button in the **Function Selection View** causes the following form to appear in the **Function Input View**:

A screenshot of a software dialog box titled "Merge / Transfer" with a close button (X) in the top right corner. The dialog contains two input fields: "Sending Stud/Code:" and "Receiving Stud/Code:". Each field has a text box and a small numeric keypad to its right showing "001". Below these fields are three buttons: "Merge Records" on the left, "Transfer Records" on the right, and a larger "EXIT Merge/Transfer" button centered at the bottom.

**To transfer a student from one class to another:**

Type the name of the student to transfer in the **Sending Stud Box**

Type the code of the class in which this student is currently enrolled in the **Sending Code Box**

Type the class code to which this student should be transferred in the **Receiving Code Box**. What's contained (if anything) in the **Receiving Stud Box** has no effect on the transfer.

Press the **Transfer Records** button to complete the transfer. Make sure you monitor the **Message View** to confirm the success of your action.

**To merge two student records:**

Type the name of the student sending the merge in the **Sending Stud Box**. The sending student in a merge is the student whose record will be **erased** after the two student records are merged.

Type the code of the class in which the sending student is currently enrolled in the **Sending Code Box**.

Type the name of the receiving student in the **Receiving Stud Box**. The receiving student in a merge is the student whose record will be **retained** after the scores in his/her student data file are merged with the scores in the sending student's data file.

Type the class code of the class in which the receiving student is currently enrolled in the **Receiving Code Box**.

Press the **Merge Records** button to complete the merge. Make sure you monitor the **Message View** to confirm the success of your action.

**Backup / Restore Options:** Clicking on the **Backup / Restore** button in the **Function Selection View** causes the following form to appear in the **Function Input View**:



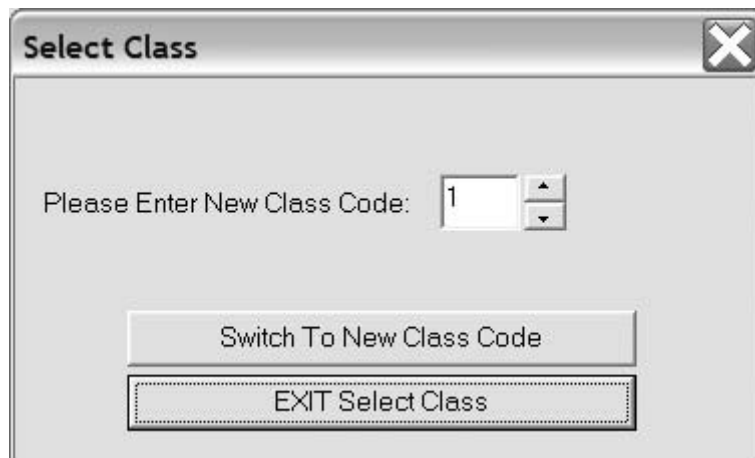
The following explains the function of each button:

<b>Backup Class</b>	Updates the backup files for the current class roll file and the student data files for each currently enrolled student.
<b>Backup Roll</b>	Updates the backup file for the current class roll file.
<b>Backup Student Data File</b>	Updates the backup file for the current student's data file.
<b>Restore Class</b>	Replaces the information in the current class roll file and the student data file of each student enrolled in the backup class roll file with the information found in their respective backup files.
<b>Restore Roll</b>	Replaces the information in the current class roll file with the information found in its backup file.
<b>Restore Student Data File</b>	Replaces the information in the current student's data file with the information contained in his/her backup file.

Be sure to monitor the **Message View** to confirm the success of your action.



**Changing the Current Class Roll:** Pressing the **Select Class** button in the **Main View** causes the following form to appear in the **Function Input View**:

A dialog box titled "Select Class" with a close button (X) in the top right corner. Inside the dialog, there is a text prompt "Please Enter New Class Code:" followed by a text input field containing the number "1" and a vertical scroll control to its right. Below the input field are two buttons: "Switch To New Class Code" and "EXIT Select Class".

Select Class

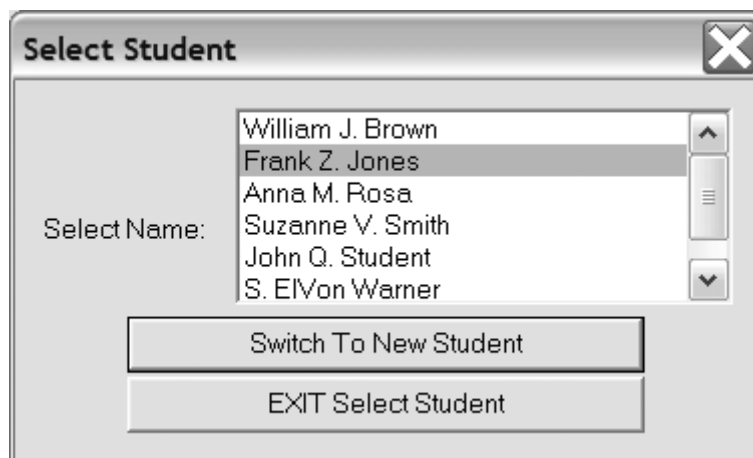
Please Enter New Class Code: 1

Switch To New Class Code

EXIT Select Class

You may select the class code of the new class you wish to view by typing the code in the box to the right of the **Please enter new Class Code** prompt or by using the scroll controls to increment or decrement the currently displayed value. Then, press the **Switch to new Class Code** button to load in the new class. Make sure you monitor the **Message View** to confirm the success of your action.

**Changing the Current Student:** Pressing the **Select** button in the **Main View** causes the following form to appear in the **Function Input View**:

A dialog box titled "Select Student" with a close button (X) in the top right corner. Inside the dialog, there is a text prompt "Select Name:" followed by a list box containing the names: William J. Brown, Frank Z. Jones, Anna M. Rosa, Suzanne V. Smith, John Q. Student, and S. ElVon Warner. The name "Frank Z. Jones" is highlighted in blue. To the right of the list box is a vertical scroll control. Below the list box are two buttons: "Switch To New Student" and "EXIT Select Student".

Select Student

Select Name:

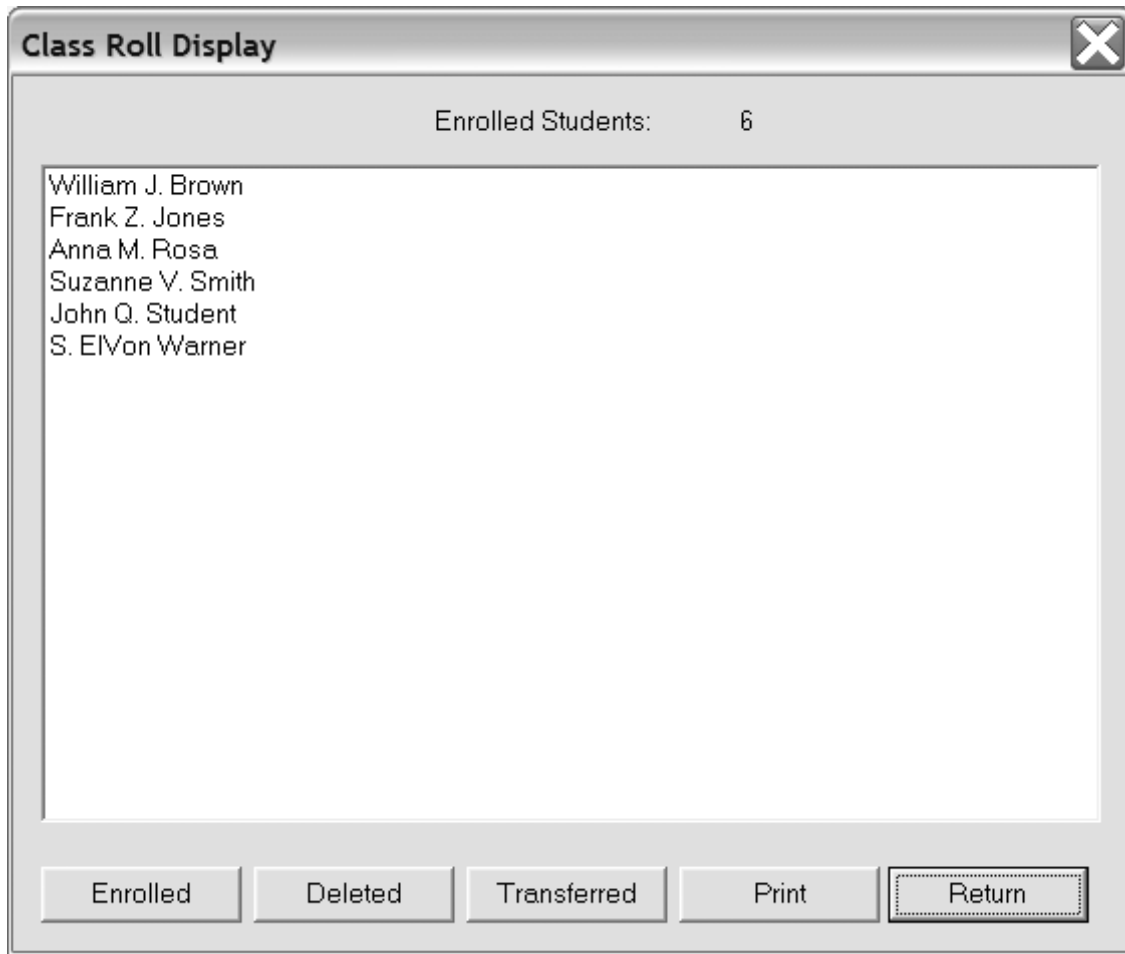
William J. Brown  
Frank Z. Jones  
Anna M. Rosa  
Suzanne V. Smith  
John Q. Student  
S. ElVon Warner

Switch To New Student

EXIT Select Student

All currently enrolled students will appear listed in the **Select Name** box. To select a new current student, scroll through this box until the name you want to select as the new current student appears and click on this name with the mouse and click on **Switch to New Student**. You will know that you selected the name because it will appear highlighted in blue and the **Main View** will show the current student to be the name you selected.

**The Roll Display Window:** Clicking on the **Print / Display** button in the **Function Selection View** and then pressing the **Display Class Roll** button or the **Display Passwords** button in the **Function Input View** causes the following window to appear.



Pressing **Enrolled** lists the students enrolled in the current class roll (when the window is first opened, the enrolled students are listed by default).

Pressing **Deleted** lists the students that have been deleted from the current class roll.

Pressing **Transferred** lists the students that have been transferred from the current class roll.

Pressing **Print** sends a report listing the currently enrolled, deleted, and transferred students (if any) to the default printer.

Pressing **Return** returns to the Database Manager.

**The Score Display Window:** Clicking on the **Print / Display** button in the **Function Selection View** and then pressing the **Display Scores** button in the **Function Input View** causes the following window to appear.

Score Display Window -- WPS for Word 2003 v.2003

John Q. Student - Class #001  
 Timed Writings: 11/23/03  
 Multiple saves of the same exercise name allowed

KeyName	FileName	Date	DoneAt	Cor	ERc/fm	GW	NW	CW	Time	Wrd	Ed	#
TW1	Test1	11/23	4:34p	on	4/NA	39	25	39	03:00	116	0	1

<-OK

Min Time: 3:00    Max Errs/Min: 2    Total Scores: 1 (1 qualify)  
 Average GWPM: 39.0    Average Errors/min: 1.3  
 WARNING - LESS THAN 10 SCORES MEET THE STANDARDS

Sort    ☐ Save    ☐ Name    ☐ Date    ☐ Recent    ☐ Grouped    ☐ Unique

Next Score Type    Reload    Print    Print All    Backup    Next Student    Exit

The first line in the **Header Section** shows the current student. The second line displays the type of scores being displayed along with the current date. The third line indicates how the software deals with multiple scores saved with the same exercise name.

The **Score Display Box** lists the scores recorded of the current type. The following explains the information that appears in the columns of this box:

Exercise	The exercise name (the name of <i>key document</i> used by the Error Checker).
Saved As	The document name (as saved on disk).
Date	The error-check date.
Done At	The time of day the exercise was error-checked.
Cor	Whether the correction feature was ON or OFF.
ERc/fm	The number of content errors / the number of format errors.
GW	The Gross Words per Minute rate.
NW	The Net Words per Minute rate.
CW	The Cut-off Words per Minute rate.
Time	The total elapsed time taken for the exercise. (For exams, the time of day the exercise was originally saved.)
Wrd	The total number of words.
Edits	The number of times the exercise was edited.
Checks	The number of times the exercise was error-checked.

At the right edge of the display box will show **<-OK** when the score is a qualifying score.

## The Score Display Window (continued):

The **Footer Section** displays information pertinent to the scores displayed in the **Score Display Box**. If you select a score by clicking on it (in the **Score Display Box**) with your mouse, the qualification status of that particular score will be displayed in the **Footer Section** if the current score type is Paragraph Drill, Line Drill or Timed Writing -- otherwise the exercise type of the selected score is displayed. See "Qualifying Scores" on the next page.

Pressing **Return** returns to the Database Manager.

Pressing **Print** Scores sends the information currently displayed to the default printer.

Pressing **Next Student** displays the scores of the next student enrolled in the current roll file.

Pressing **Next Score Type** changes the type of scores displayed (exams, line drills etc.).

### The Sort Order:

Line Drills, Paragraph Drills, and Timed Writings are always displayed in order of rank where qualifying scores with higher word/minute rates and fewer errors rank highest. Scores that do not qualify (see "Qualifying Scores") are either placed at the bottom of the list or are not recorded if the list is full of qualifying scores. The Database Manager records only the best ten scores of these types and displays only as many of these ten as you specify in the Word Processing Supervisor Setup.

The **Sort Order Selector** is only enabled when the current score type is either Exams or Productions. It is used to select the order in which exams and productions are listed in the **Score Display Box**. By clicking on the appropriate check box, you select one of the following sort orders:

Save	Lists the scores in the order in which they were saved (error-checked).
Name	Lists all scores with a given exercise name. You are prompted for the name when you click on the check box.
Date	Lists the scores by order of their recorded dates.
Recent	Lists all scores whose recorded date falls after a date that you are prompted for when you click on the check box.
Grouped	Lists the scores in alphabetical order using the exercise name.
Unique	Lists the scores in alphabetical order using the exercise name such that scores with the same exercise name are listed only once. When you use this sort order, the "Ch" column in the "Score Display Box" is changed to "#" to indicate that the number of occurrences of a particular exercise name are displayed in that column.

### Qualifying Scores:

A score "qualifies" if it is a **Line Drill**, **Paragraph Drill**, or **Timed Writing** and if it has fewer than the "maximum errors standard" for the current class. Timed Writings and Paragraph Drills must also meet the "minimum time standard" for the current class to qualify. If multiple saves of the same exercise name are not permitted (as designated in the Setup), then only the first, last, or best score saved will be considered to qualify as designated in Word Processing Supervisor Setup..

The **Footer Section** displays how many scores qualify (if applicable) as well as whether the number of scores that qualify meets the number of scores that the class requires as designated in the Word Processing Supervisor Setup.

## The Score Display Window (continued):

### Selecting Scores:

Whenever a list of scores appears in the **Score Display Box** you can point to any of the listed scores and click the left mouse button. This will "select" the score. When a score is selected, it is highlighted in blue and additional relevant information concerning the score is displayed in the footer section. When a Line Drill, Paragraph Drill, or Timed Writing is selected, its qualification status is displayed in the footer section. When an Exam or Production score is selected, its Exercise Type is displayed in the footer section.

### Exam Summaries:

When you display exam scores by date (by clicking on the **date** check box in the **Sort Order Selector**), you can bring up the "Exam Summary Window" by selecting a score in the **Score Display Box**.

The screenshot shows a window titled "Exam Summary" with a close button (X) in the top right corner. The window contains the following information:

Production Count: 2      Time Elapsed in Prods: 8 min 14 sec  
Av. prod. errors/min: 0.5      Gross words/min (prods.): 27.4  
Drill Count: 3      Time Elapsed in Drills: 9 min 0 sec  
Av. drill errors/min: 1.6      Gross words/min (drills): 49.1

This summary includes the following scores:

-----

Exercise	Saved As	Date	Done At	Cor	ERc/fm	GW	NW	CW	Time	Wrd	Ed	Ch
LINEDR1_	LineD1	03/02	5:36p	on	5/NA	49	33	49	03:00	148	0	1
PARDR1_E	ParD1	03/02	5:39p	on	5/NA	46	30	46	03:00	139	0	1
TW1_EX	Tw1a	03/02	5:42p	on	4/NA	52	38	52	03:00	155	0	1
LETTER1_	Letter1	03/02	5:47p	on	2/9	28	23	28	04:02	113	0	1
LETTER2_	Letter2	03/02	5:52p	on	2/11	35	29	35	03:14	113	0	1

At the bottom of the window are two buttons: "Exit" and "Print".

This window calculates the total time elapsed, average errors, and word/minute rates for every exam score recorded with the same date as the score you selected.

## The Word Processing Supervisor Student Record Menu System

Score Display Window -- WPS for Word 2003 v.2003

John Q. Student - Class #001  
Timed Writings: 11/21/03  
Multiple saves of the same exercise name allowed

KeyName	FileName	Date	DoneAt	Cor	ERc/fm	GW	NW	CW	Time	Wrd	Ed	#
TW1	TW2	11/21	11:58a	on	2/NA	39	32	39	03:00	117	0	1

<-OK

Min Time: 3:00    Max Errs/Min: 2    Total Scores: 1    (1 qualify)  
Average GWPM: 39.0    Average Errors/min: 0.7  
WARNING - LESS THAN 10 SCORES MEET THE STANDARDS

Sort    ☐ Save    ☐ Name    ☐ Date    ☐ Recent    ☐ Grouped    ☐ Unique

Next Score Type    Reload    Print    Print All    Backup    Next Student    Exit

You'll notice that the layout of the Student Records Menu System looks almost identical to that of the "Score Display Window" under the Database Manager. In fact, they operate in exactly the same manner. Here is a summary of the push buttons for the student menu system:

Pressing **Next Score Type** changes the type of the scores displayed ("Timed Writings" etc.).

Pressing **Reload** reloads the displayed scores from the data file. This is only useful if the student menu window is left open while the student continues to type and error-check exercises in the word processor (i.e., update the student data file from the word processor). After pressing **Reload**, press **Next ScoreType** to see the reloaded scores.

Pressing **Print** sends a report of the currently displayed scores to the default printer.

Pressing **Print All** sends a report of all recorded scores in the student data file to the printer.

Pressing **Backup** backs up the current student data file. This button is only enabled if the backup option in the Word Processing Supervisor Setup was designated as **Backup MENU**.

Pressing **Exit** closes the Student Menu System Window.

## CHAPTER 9 -- SECURITY

Word Processing Supervisor provides several means to assure that students do not falsify the results of their work and do not copy from other students. These means include the following:

- Edit Counts** Each Word Processing Supervisor Document stores the number of times it was edited. By requiring students to hand in only documents that have a zero edit count, you insure that they have not corrected mistakes from a previous document.
- Check Counts** In addition to edit counts, each Word Processing Supervisor Document stores the number of times a particular exercise is error-checked. Documents that have only one check count and a zero edit count have legitimate scores that have not been falsified.
- Verification Formulas** The FORMULA INFORMATION button on the SETUP Window provides additional information to allow the teacher to be certain that any given document was prepared using the Word Processing Supervisor. Please take time to read the additional information provided.
- Modified Exercise Names** Documents that have been created by editing a Word Processing Supervisor Document and then saving it under a different name have a lowercase "x" appended to them in the printout. For example, if a student saves an exercise named "job1," and then edits it and specifies the **SAVE AS** file name to be "job2," the name "job2x" will appear in the footer of the document when printed. This will allow you to verify the source of a document.

Notice that for best security, the **edit count must be 0**, the **check count must be 1**, and the error count, net word per minute rate, cutoff word per minute rate showing in the footer for any given document.





## APPENDIX A SPECIAL NETWORK CONSIDERATIONS

### General Network Considerations

#### Networks – User Access Rights:

The following describes the file attributes and user access rights associated the with directories that you specify through the setup program:

Directory	User Group	User Access – Windows NT	User Access – Novell
Keys	Students:	Read / Execute	Read / File Scan
	Teachers:	Read / Write / Delete / Execute	Read / Write / Create Delete / File Scan
Records	Students:	Read / Write / Execute	Read / Write / Create File Scan
	Teachers:	Read / Write / Delete / Execute	Read / Write / Create Delete / File Scan
Program	Students:	Read / Execute	Read / FileScan
	Teachers:	Read / Write / Delete / Execute	Read / Write / Create Delete / File Scan

NOTE: The program directory is the same as the Microsoft Word directory. On a standard hard disk installation this would be:  
C:\Program Files\Microsoft Office\Office

Storage      Should either be a floppy or a network drive letter mapped to the individual's home directory. (There would be no subdirectory indicated in the setup.) Each individual should have all rights to his/her storage drive.

NOTE:      When granting access rights on NT servers, use the "Special Access Privileges to grant the rights listed above to both the directories and to the files in the folders. (For some reason on NT Server 4.0 the use of "All Rights" sometimes does not actually grant any rights.)

NOTE: Lantastic Specific Network Considerations are on the next page.

#### Networks – File Attributes:

All files in all of the above directories should have the file attributes of Read and Write. Novell users should also set all files in all of the above directories as Shareable.

## APPENDIX A (continued) SPECIAL NETWORK CONSIDERATIONS

### Lantastic Specific Guidelines:

The following describes the file attributes and user access rights associated with the directories that you specify through the setup program:

Directory	Attributes
Program	All Files READ ONLY* Directory = Sharable
Records	classrec.### Files: READ ONLY* All Other Files: Read / Write Directory = Sharable
Keys	All Files: READ ONLY* Directory = Sharable
Storage	All Files: Read / Write

\* Note: When the files in these directories are to be modified (see below), you must temporarily give them read/write attributes (read only / read-write attributes can be granted to files by locating the file using My Computer, right-clicking on the file, and selecting properties). After the modification is complete, remember to change their attributes back to read-only. The following table explains when to make these attribute changes:

Directory	When it needs to have its attributes temporarily changed
Program	When running the setup program ( <b>WPS-&gt;Teacher-&gt;Setup</b> ) the wps1.### files need to have read/write access. When running the Database Manager ( <b>WPS-&gt;Teacher-&gt;ClassRec</b> ), the wps1.### files need read-write access.
Records	When running the Database Manager ( <b>WPS-&gt;Teacher-&gt;ClassRec</b> ). The classrec.### files need to have read-write access.
Keys	When running the KEYBUILDER utility ( <b>WPS-&gt;Teacher-&gt;KeyBuilder</b> ), all files should have read-write access.

For the convenience of the teacher, it is recommended that the network administrator create batch files to modify the above attributes.

## **WARRANTY STATEMENT**

### **SITE LICENSE DISKS**

Use the software for 90 days and then if not completely satisfied, return it for a refund. If a purchaser receives an unprotected master disk that is defective, please return it immediately for a replacement.

### **GENERAL STATEMENT**

There are no warranties beyond those described on the face hereof and all implied warranties, including implied warranties of fitness and merchantability, are hereby excluded.

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